26/05/2014

User's Guide

EMANAGER by TRAQUEUR

Traqueur

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Find tips and follow information to guide yourself while using e-Manager.

Welcome to e-Manager. While connecting for the first time, we recommend you to configure and organize your vehicles in order to reach a better fleet management. To do that, please go to the settings tab.

e-Manager is accessible by internet (secure).

Website: https://emanager.traqueur.fr/

e-Manager is also accessible in mobile version : http://emanager.traqueur.fr/mobile

01. E-MANAGER CUSTOMIZATION

Administrator Interface

You can personnalize your e-Manager to optimize your management:

- Set up your groups
- Name and distinguish your vehicles
- Create vehicles families
- Allow users
- Add contacts
- Add profiles
- Manage areas
- Assign areas in categories
- Enable immobilisations

- To access to settings, click « *SETTINGS* » in the menu.

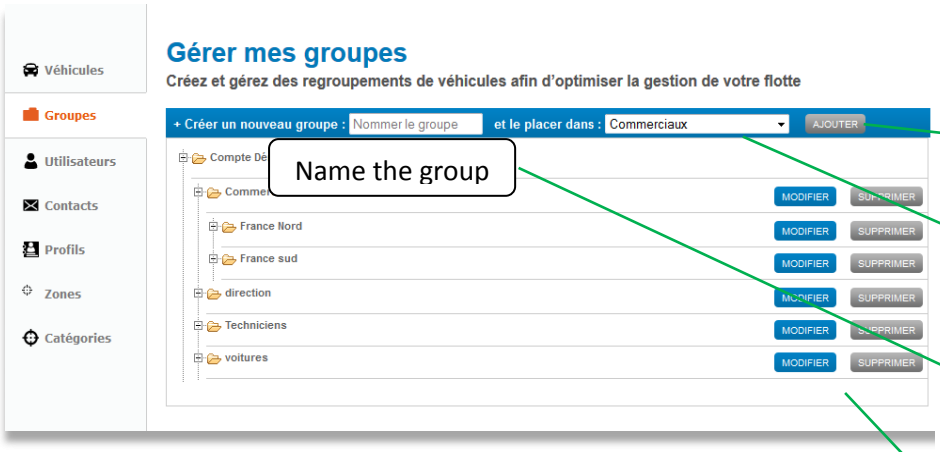
While connecting for the first time, we recommend you to set up your groups

a. SET UP YOUR GROUPS

- Click « *SETTINGS* », then « *GROUPS* ».

- To administer your fleet, you can :
  - Set up a new group
  - Modify a group
  - Erase a group

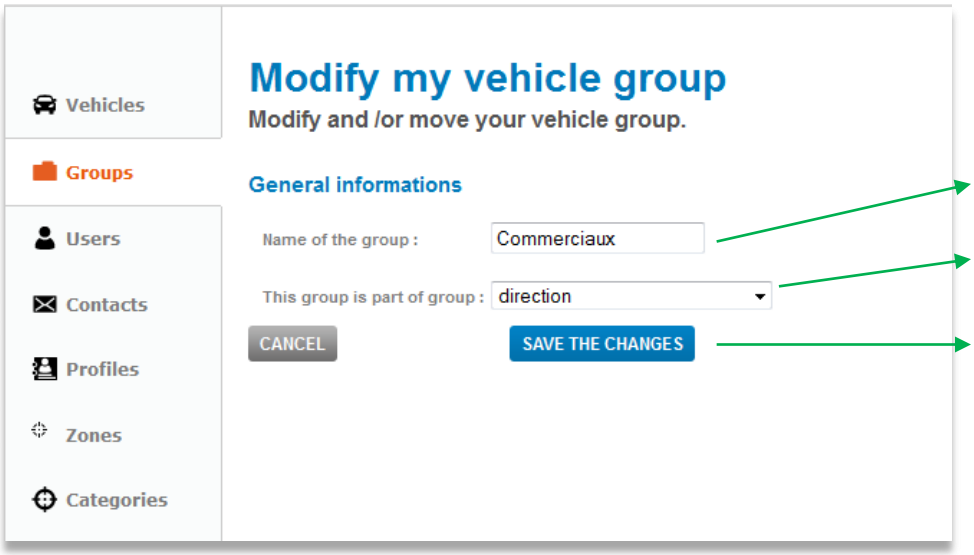
A group allow to organize your vehicles fleet.



To set up a new group

- Click « *Add* »
- Choose a group and the group where you place it
- Key the new group name
- Click « *Modify* » or Z« *Erase* »

To modify a group



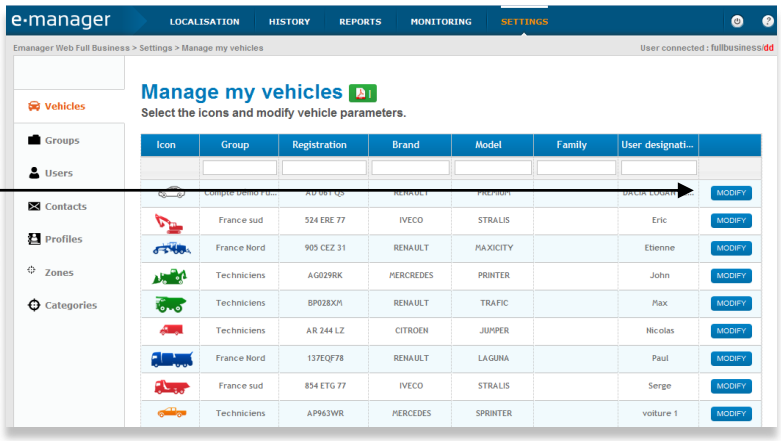
To optimize your management, you can create sub-groups.
Diversify ranking criteria: South sales agents, North sales agents, maintenance technician of weeks or weekends…

You can rename your groups and sub-groups.
In this case, for example, when week technicians go on call at evening, you just have to rename the group.

b. CONFIGURE YOUR VEHICLES

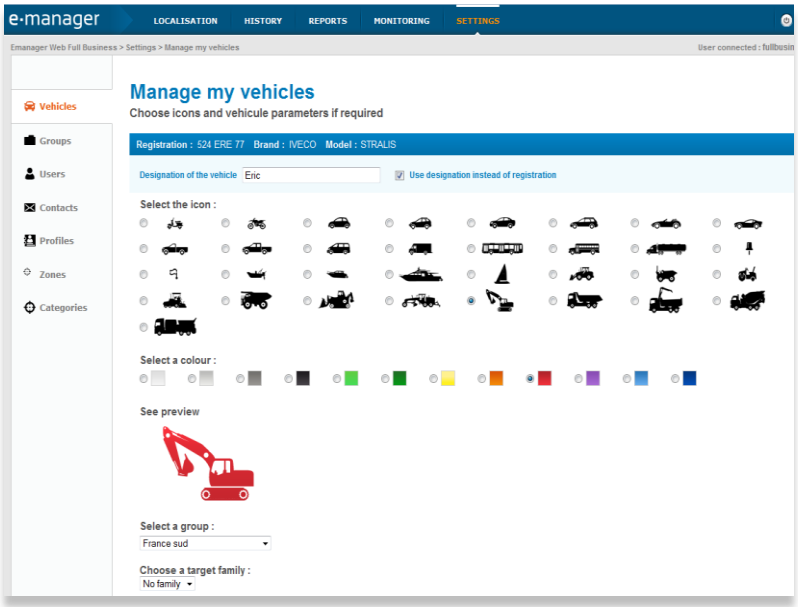
When you click « SETTINGS », you are automatically directed on vehicles tab

1. Click « Modify »



When connecting for the first time, vehicle icons are defined by default and named by registration number.

2. Personnalize



- Name the vehicle instead of using its registration number
- Personalize the vehicle display by selecting its type and its color
- Attribute a group previously created to the vehicle
- Fill complementary information of your vehicle
- Save modifications

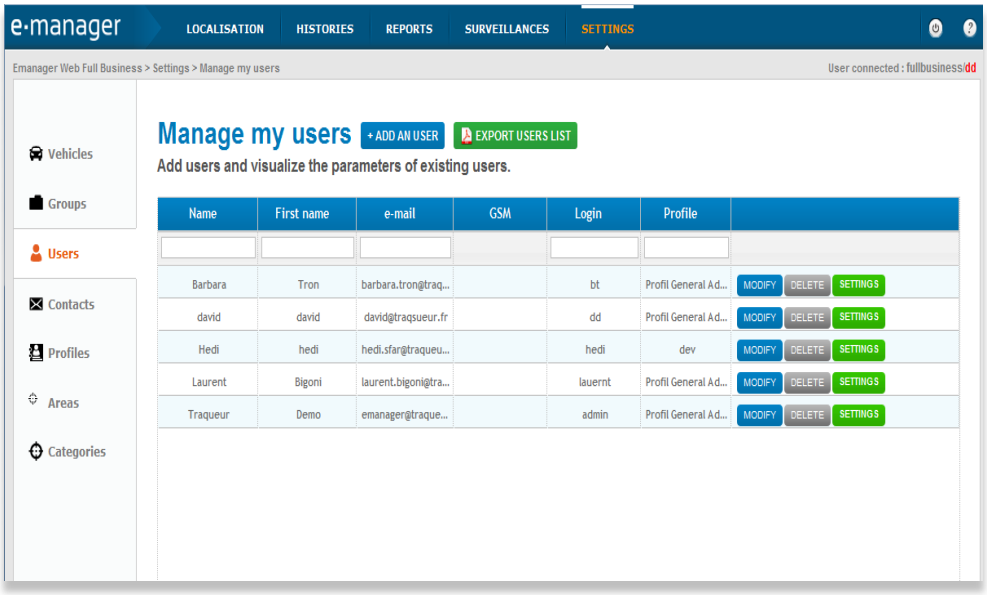
You can personalize each vehicle thanks to a color code to an easier tracking, or standardize a vehicle group according to your activities: green for sales people, red for technicians…

c. SET UP YOUR USERS

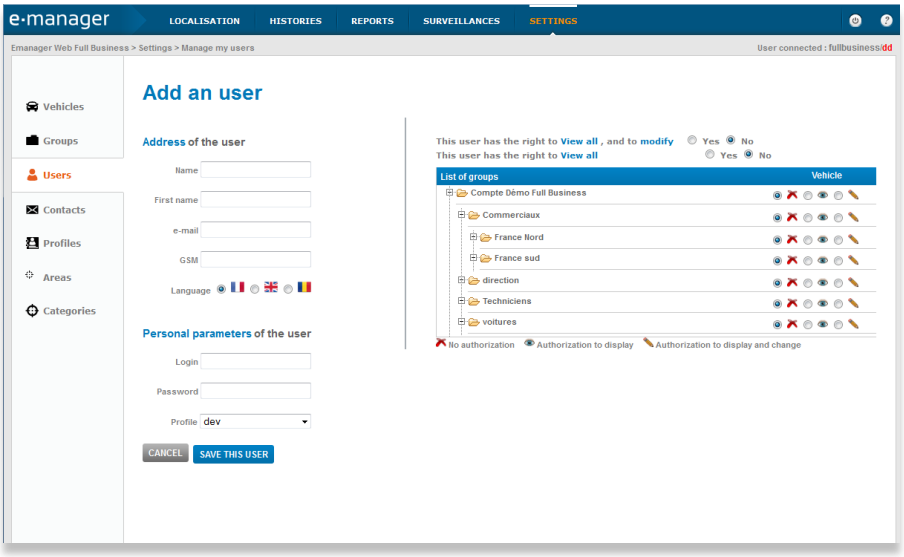
- Click «*SETTINGS*» then « *USERS* ».

Users: They are the different persons that can access to e-Manager and data. Each of them owns a login and a password.

To manage your rights:



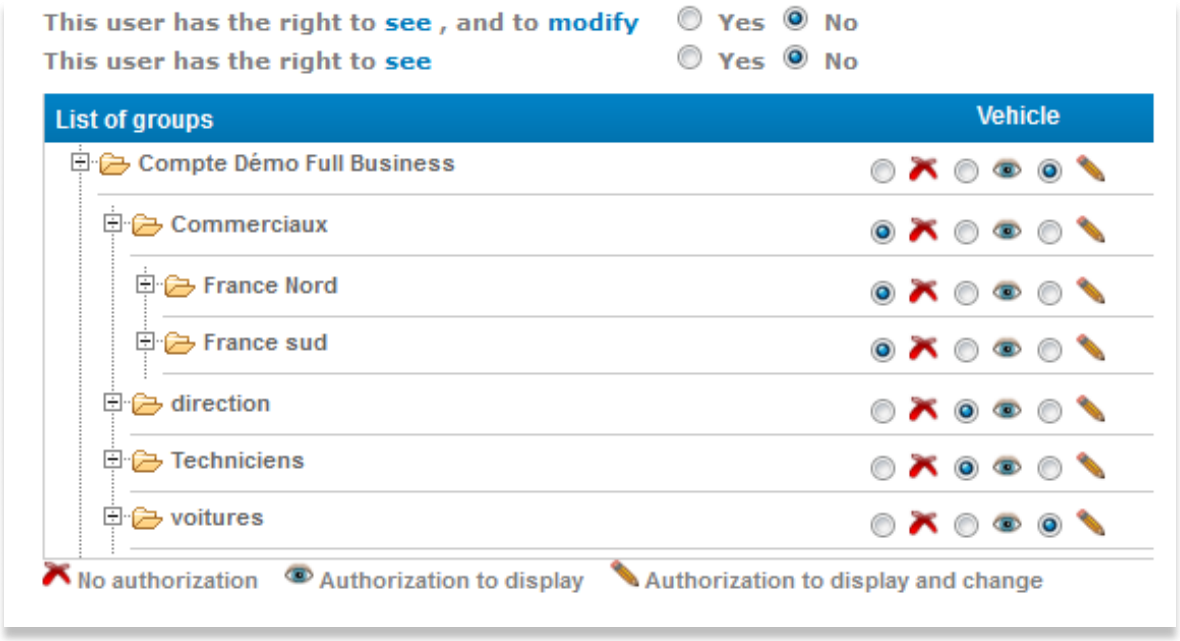
- Add an user / Export your users list
- Modify or erase an user
- User preferences (Full Business version only)

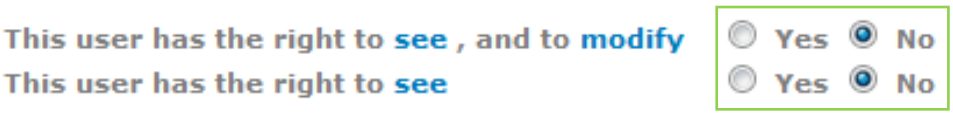


- User's rights
- Add user's specific data
- Assign a login and a password for the user (mandatory)

In the full start version, adding users is not possible.

You can temporary suspend an access to a user by deleting personal settings (login and password), and reactivate it when necessary.





When one of the two top checkboxes is enabled, the user can see and/or modify the vehicles of all the groups.

When these options are disabled, it is possible to define the access level for each group.
In this example, the user can see the vehicles and groups *direction* and *techniciens*.
He can see and modify the *voiture* group vehicles.

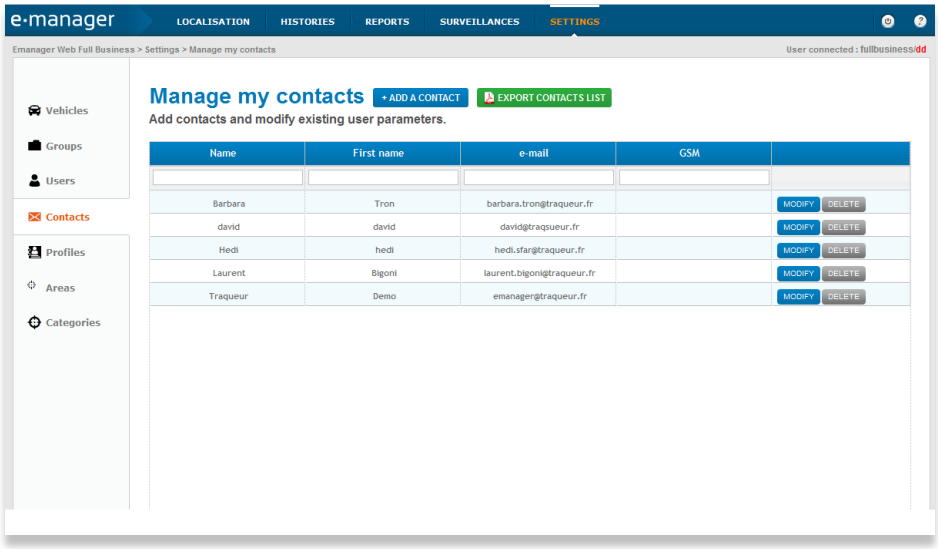
In the Full Start version, the rights grid is not available.

d. SET UP YOUR CONTACTS

The contacts: These are the persons you can contact about e-Manager.

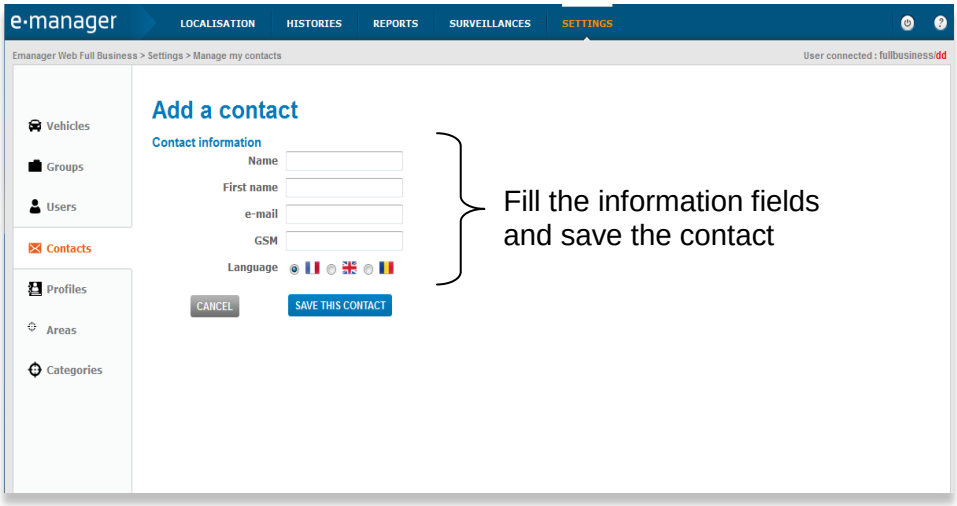
They are usually warned by sms and / or email when an alert is sent.

- Click « *Settings* » then « *CONTACTS* ».



- Add a contact / Export the contact list

- Modify or delete a contact



Fill the information fields and save the contact

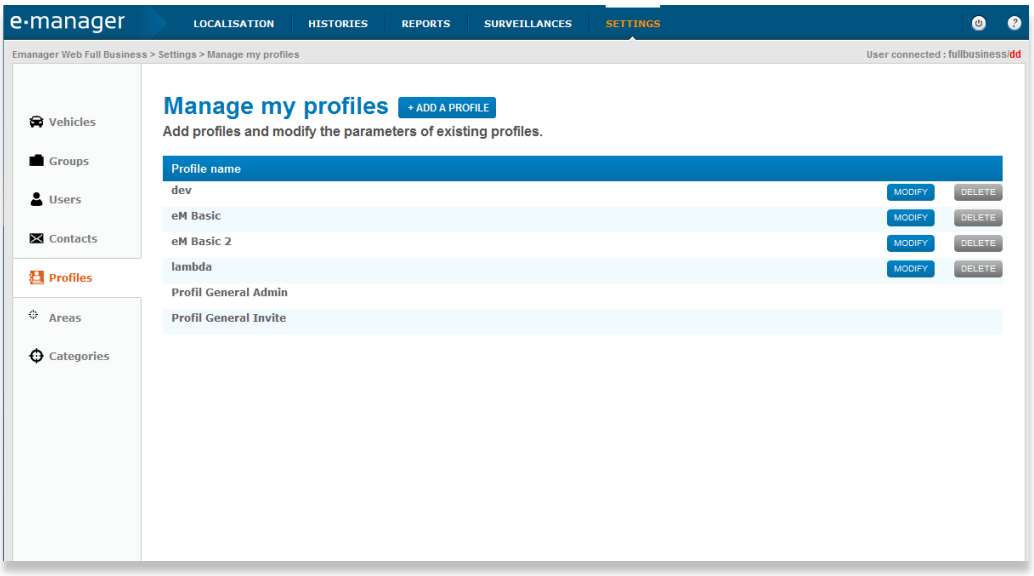
e. CONFIGURE PROFILES

- Click « *SETTINGS* » then « *PROFILES* ».

Each website user owns a profile. This profile allows s to specify which functionality the user can use. Thus, it is possible to restrain the access to particular pages of the website.

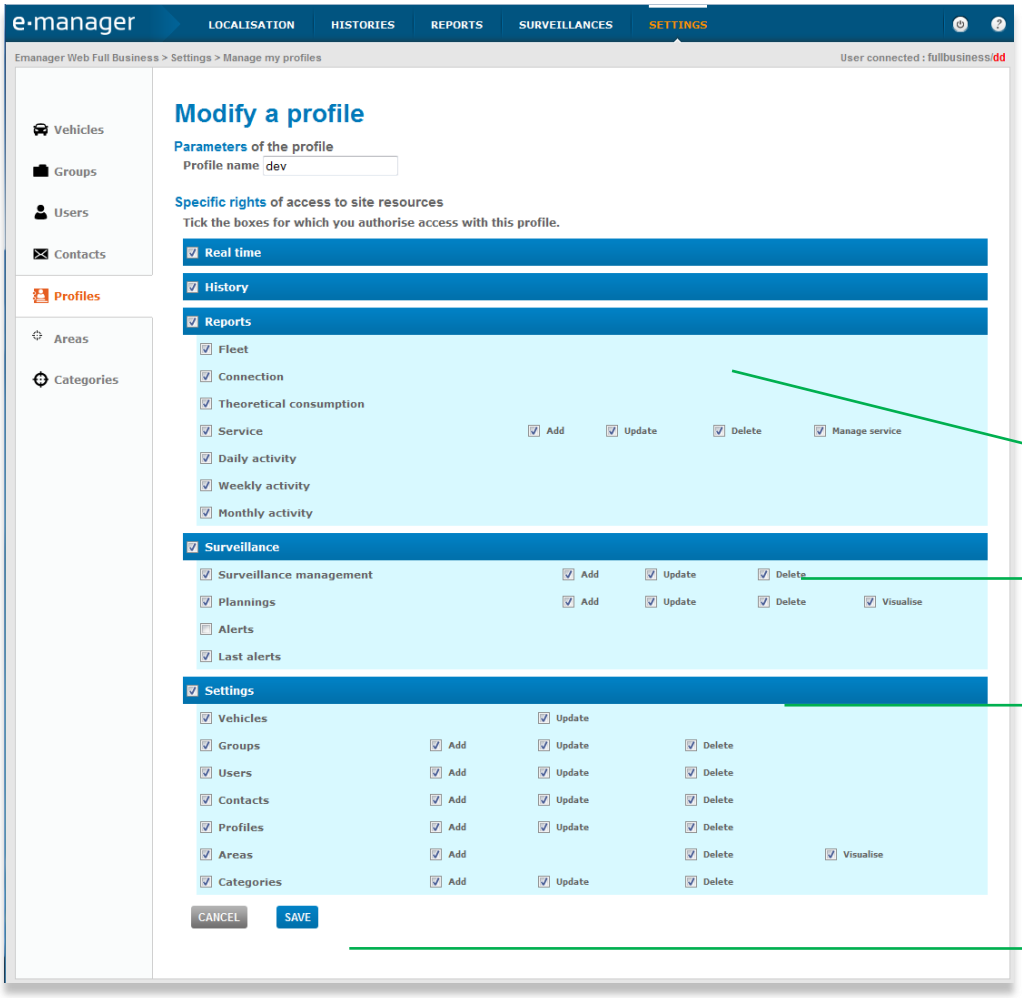
By default, you will have 2 configured profiles:

- General admin profile: Allows access to every functionality of the website.
- General guest profile: Allows permission to every functionality of the website but in a read only access (no modification allowed).



- Add a profile
- Modify or erase a profile

This page is not accessible for the *Full Start* Version



Define the functionalities for which you allow the access of this profile, and then save.

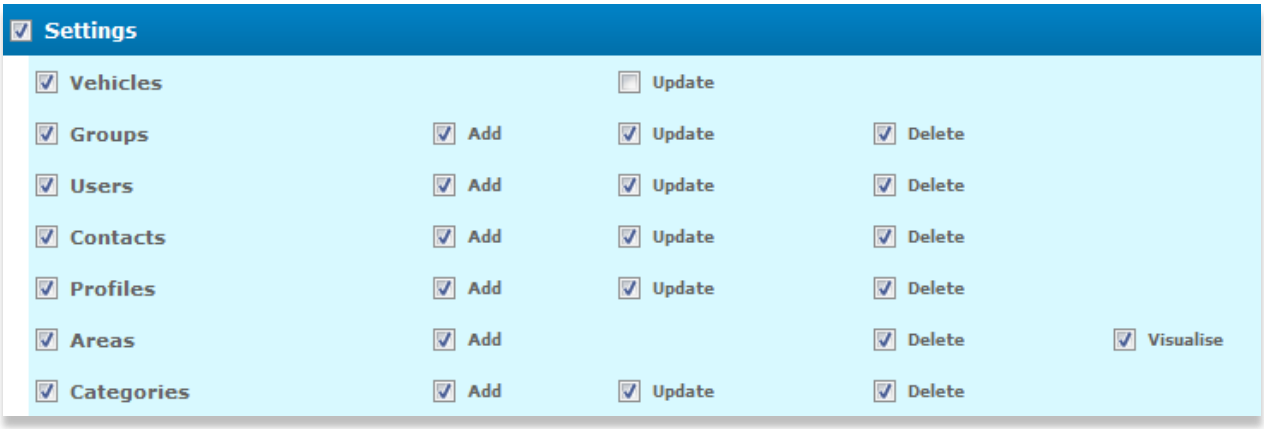
Report access

Monitoring access

Settings access

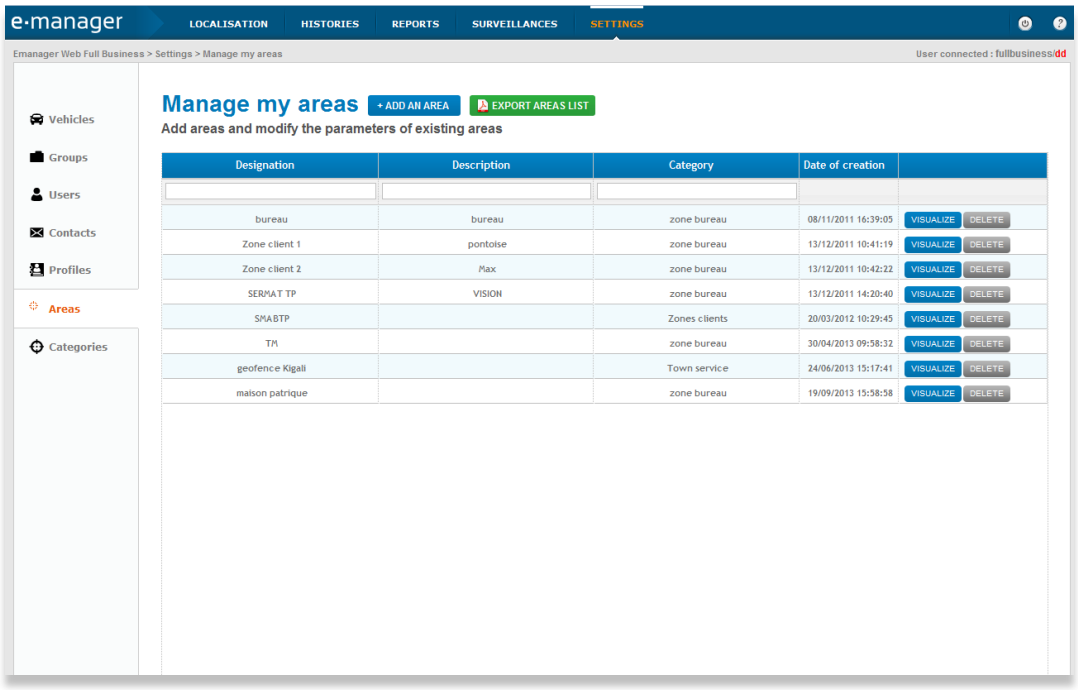
Save modifications

It is possible for example to allow access to the vehicle list, but also to restrain users who are allowed to change the vehicle icon.

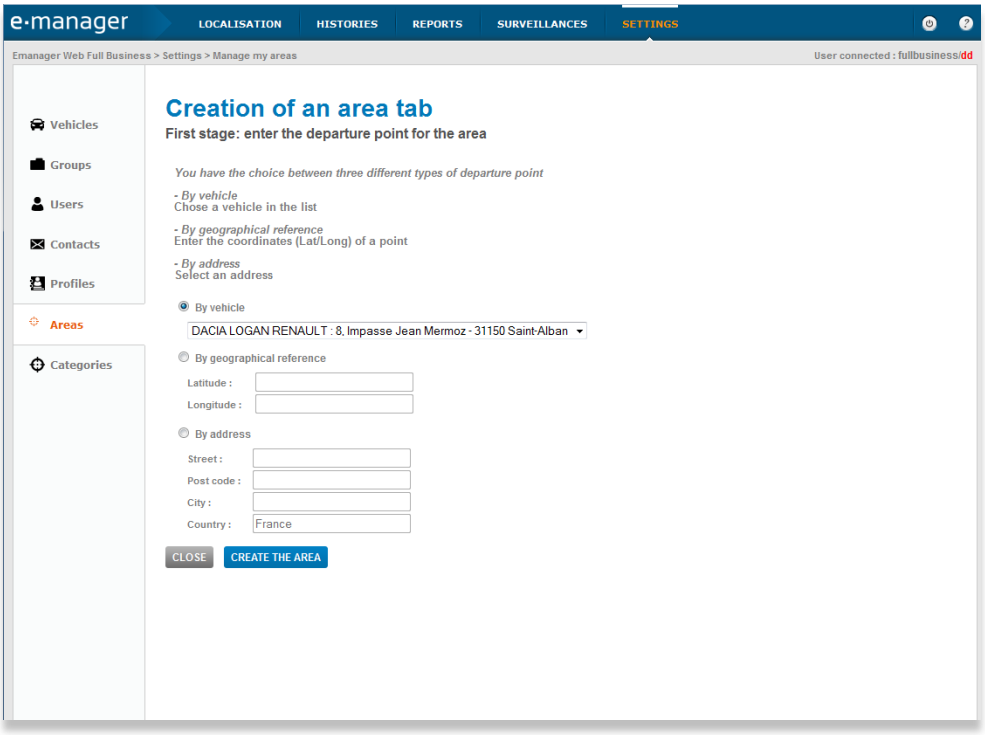


f. SET UP AREAS

- Click « *SETTINGS* » then « *AREAS*».



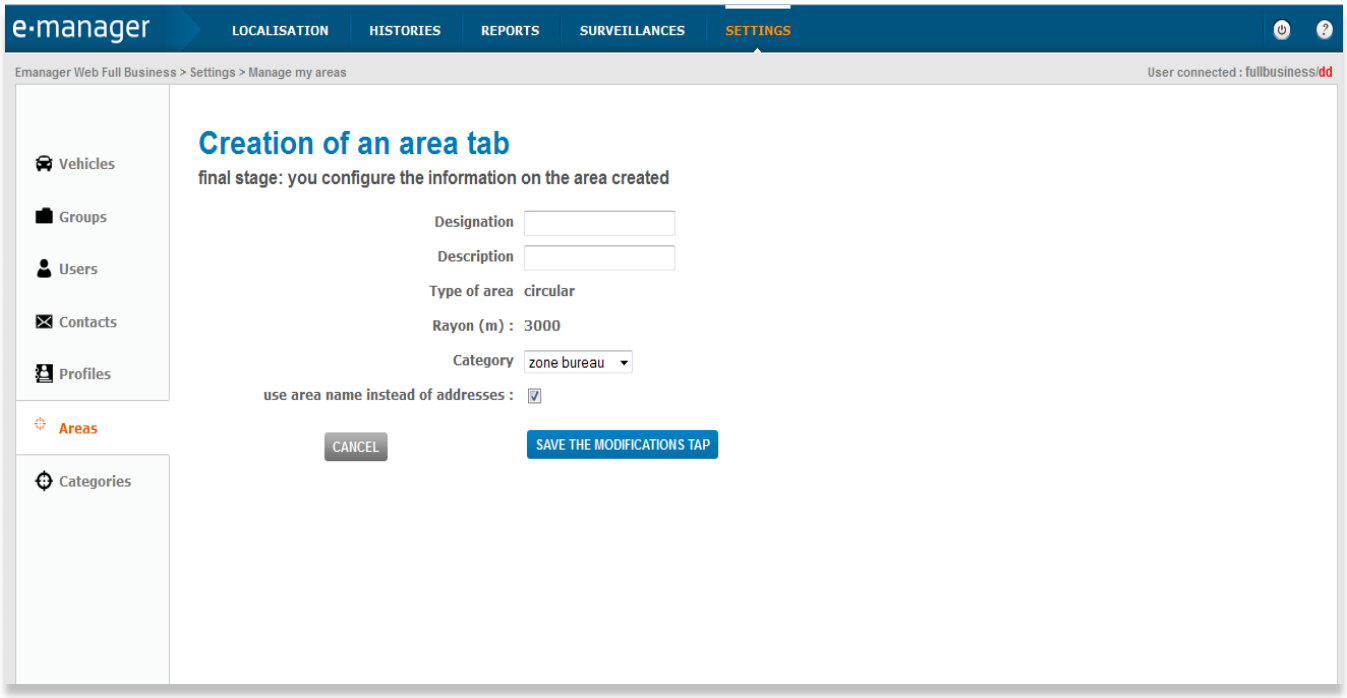
- Add an area
- Visualize or delete an area



Choose to create your area depending of :

- The actual position of one of your vehicles
- Geographical coordinates
- A street address

When the area is created, it is not possible to modify it anymore. If you want, for example, modify its radius, it is necessary to delete this area and to create a new one with the desired specs.

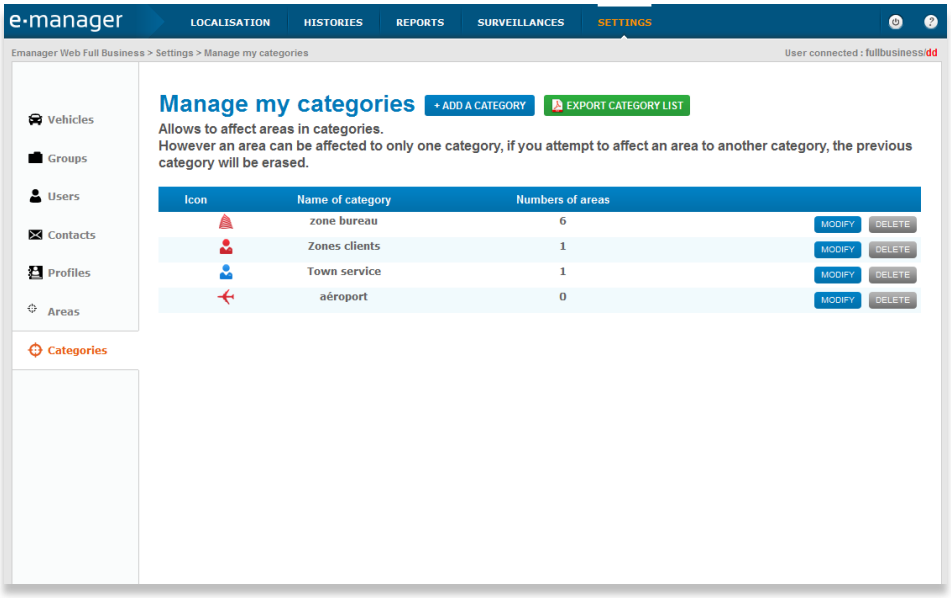


When the option « Replace the address by the area's name » is selected, cars addresses are replaced by the name of this area.

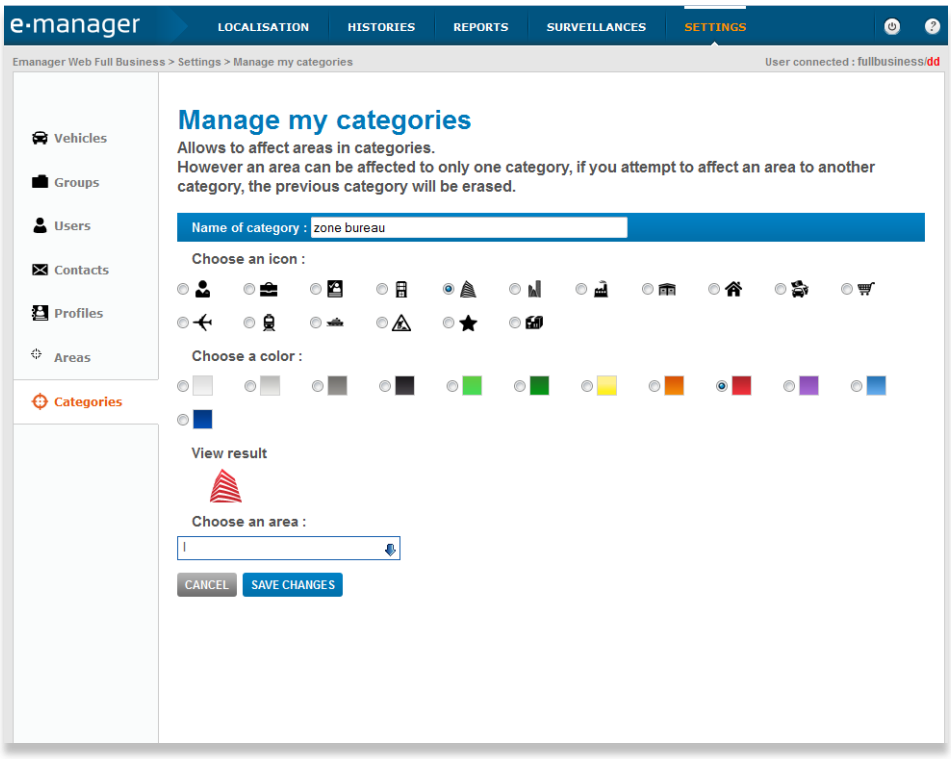
g. SET UP CATEGORIES

A category: This is a grouping of geographical areas, allowing to separate the different areas.

Click « *SETTINGS* » then « *CATEGORIES* ».



- Add a category/ Export your categories
- Modify or delete a category

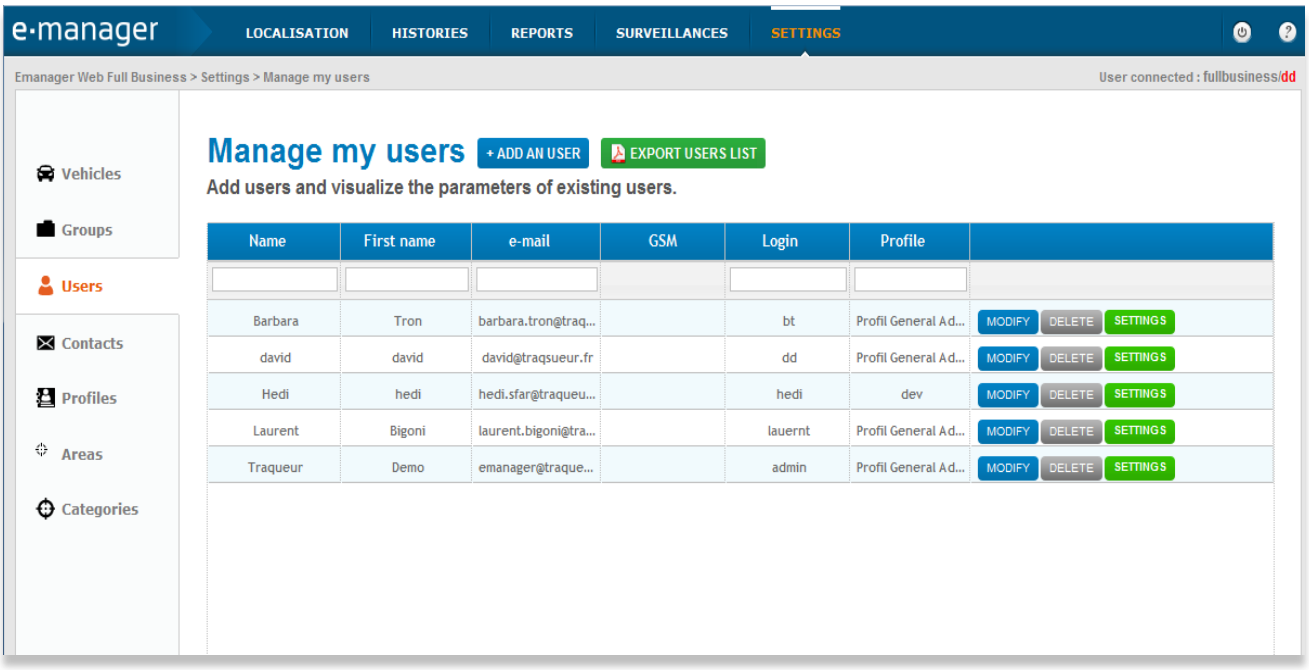


- Attribute areas in the categories :
  1. Select an icon
  2. Select a color
  3. Select one or several zones
  4. Save modifications

Page unavailable in the Full Start version.

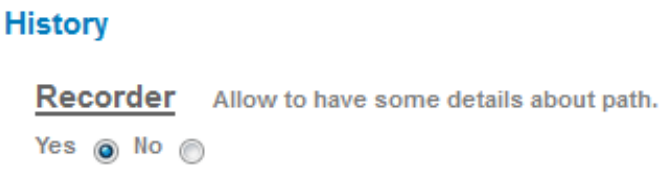
h. CONFIGURE YOUR PREFERENCES

Click « *SETTINGS* » *then* « *Users* » *and* « *SETTINGS* ».



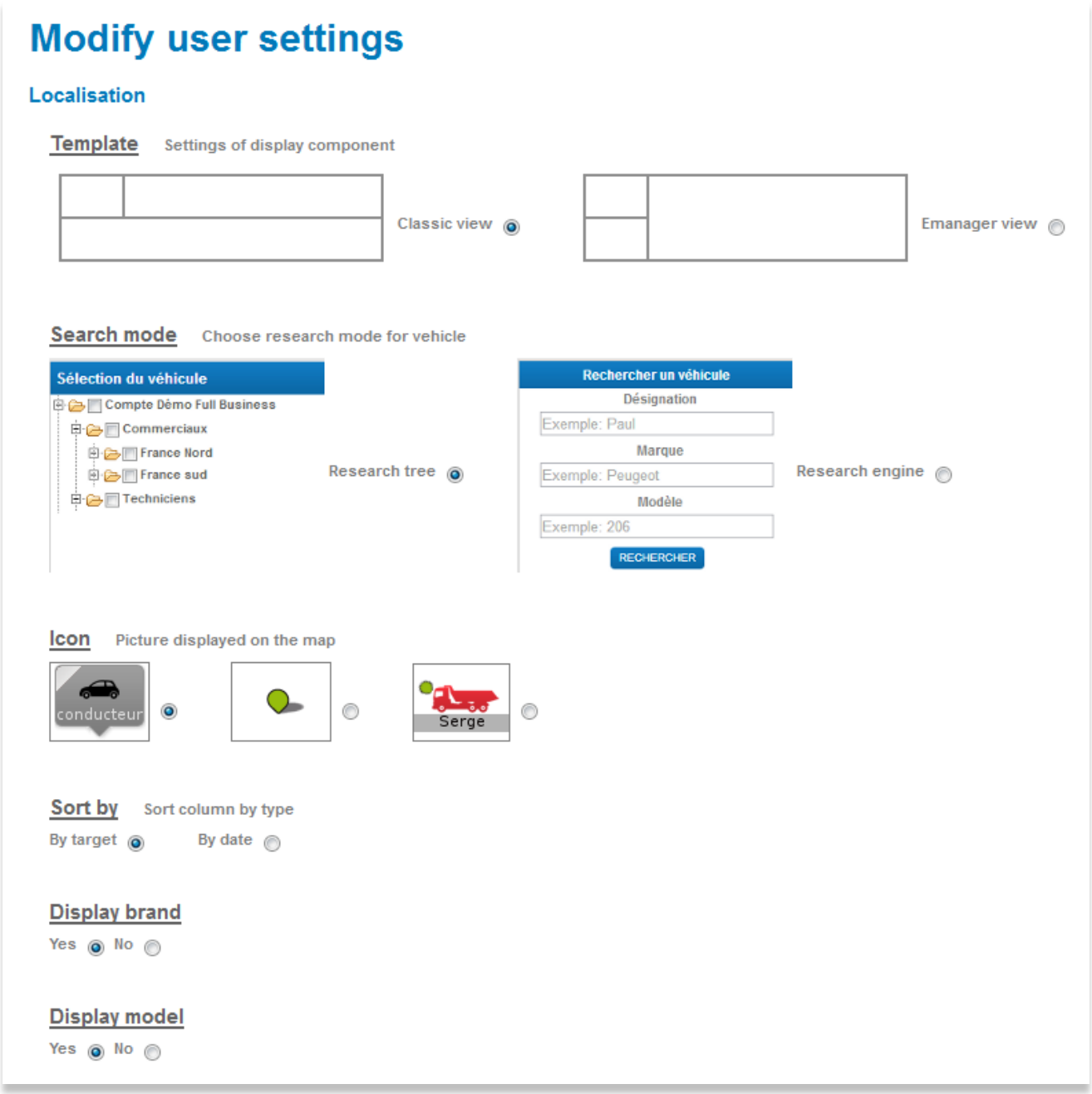
Each user can personalize its interface from this page.

The settings are about two pages: histories and tracking.



In the history page, It is possible to activate the recorder functionality.

It is described more in details further in this guide.



Option unavailable in the Full Start version

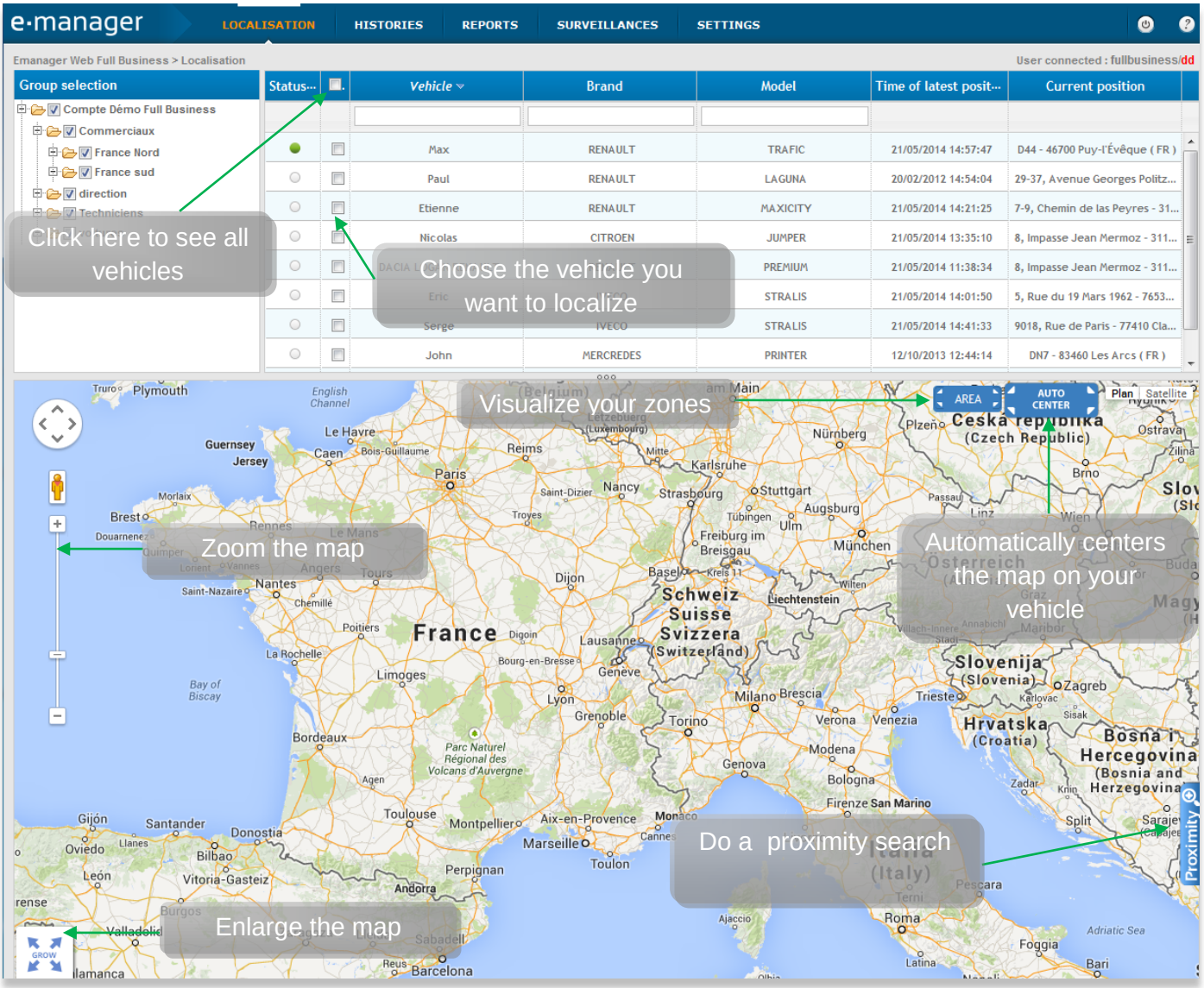
Optimize your human resources management and your client relationship thanks to the tabs "Tracking" and "history".

02. REAL TIME ACTIVITY MANAGING

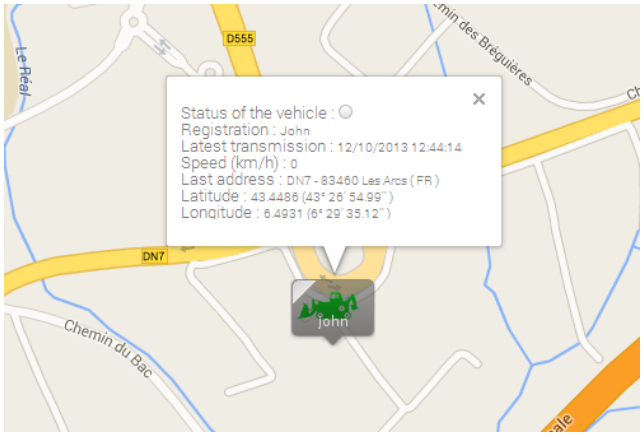
a. LOCALISATION

- To access this function, click « *LOCALISATION* ».
  - Select a group

- You can select a precise group or clicking the first folder to select all of them in the list.
  - Click the vehicle



The buttons « Area » and « Proximity » are unavailable in the Full Start version.



- Obtain an information sheet by clicking the vehicle :
  - Status
  - Registration number
  - Last feedback
  - Speed
  - Last address
  - Latitude
  - Longitude

- You can localize on the map at any moment one or more vehicles thanks to the real time localization

If when you select several vehicles, some of them are not visible, click the Auto-centering button to globally visualize them.

Use the localization as a managing tool :
You can plan an emergency intervention by localizing the nearer intervener (Maintenance, after sale service, appointment…)

- T
h
e localisation allows you to locate the position of your vehicle and it's status (rolling : Green status ; or stopped : Gray status)

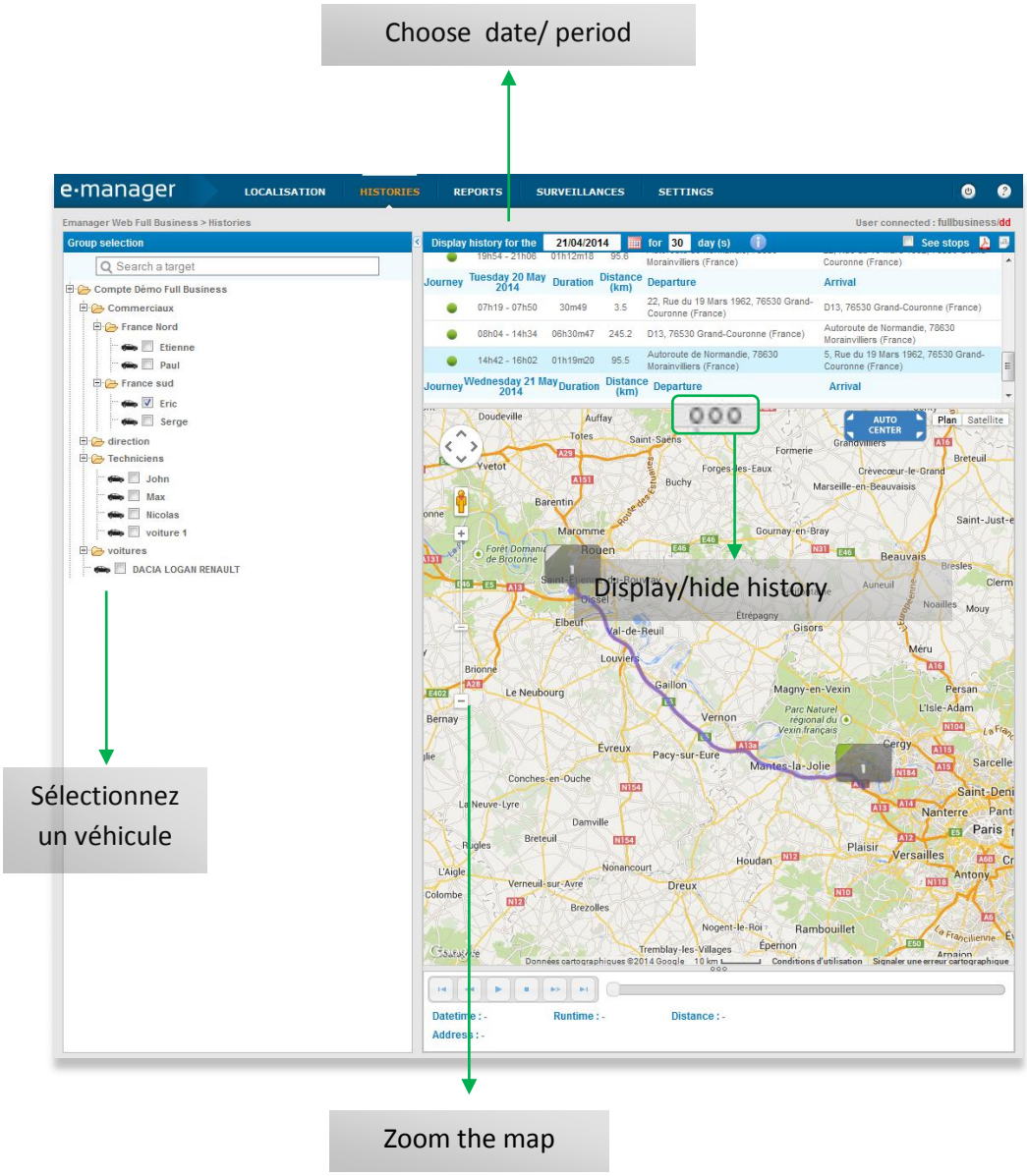
Stopped engine : White icon

Running engine : Green icon

Running engine stop : Blue Icon

Private life vehicle*:* purple icon

b. HISTORIES



Select the vehicle

- You can select a vehicle in a precise group or searching by designation

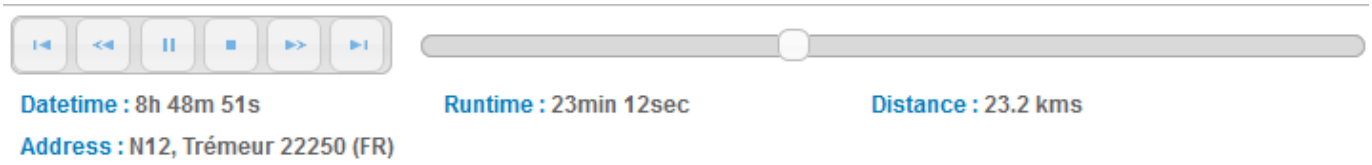
Start the search

- Specify the starting date of the history and the duration of it.

Thanks to the calendar you can select a history at a precise date ; thus, you will be able in the case of a litigation, to justify dates and hours due to arrival points

The history allows you to visualize the vehicle trips: travelled distance, addresses of departure and arrival, and duration. At each engine start until the ignition is turned off, a history is generated.

Recorder function



This latter feature allows displaying the path of a route.

To use the recorder, just click on a route.

The "*play*" button***(1)*** allows to play the trip in its entirety.

The user also can interact with the cursor

At each cursor move, the following information is updated:

-Timestamp

-Runtime

-Driven distance

-Address

This feature is available if the user has set up it in his preferences. By default, this option is disabled

This feature is not available in the Full Start version.

This history page offers and provides your history files exported in CSV and PDF format (in the upper right of the page).

The histories detail (intermediate points) is erased after three months and the addresses after two months

You also have a « report » tab for more precisions about your fleet activity.

03. INFORMATION ANALYSIS – REPORTS

- To analyze precisely your situation and extract information about the activity and the consumption of your vehicles, general reports are available (fleet, connection, theoretical consumption, maintenance) as well as activity reports (daily, weekly, monthly).

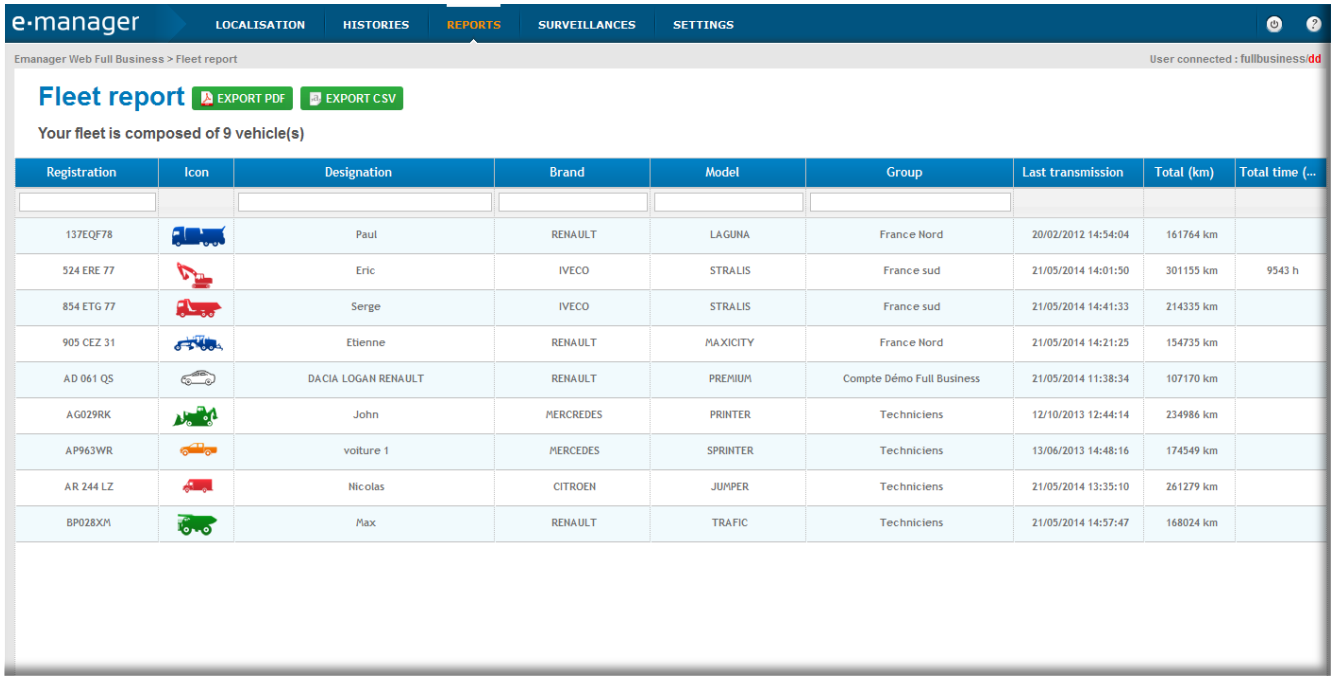
- For any report, you can :
  - Export data to PDF or CSV format and enclose it in your emails to anyone in the company.
  - Modify criteria selection to do a new search for the same report – *except for the fleet report*: modify, for example, the report date or the concerned vehicle. Initial settings are kept.

Feature: You can easily attach to mails the downloaded report(s).

a. FLEET REPORT – CONSULT YOUR FLEET REPORT

Click « *FLEET REPORT* ».

This report allows obtaining latest information about the vehicle fleet.



Registration	Icon	Designation	Brand	Model	Group	Last transmission	Total (km)	Total time (...
137EQF78		Paul	RENAULT	LAGUNA	France Nord	20/02/2012 14:54:04	161764 km	
524 ERE 77		Eric	IVECO	STRALIS	France sud	21/05/2014 14:01:50	301155 km	9543 h
854 ETG 77		Serge	IVECO	STRALIS	France sud	21/05/2014 14:41:33	214335 km	
905 CEZ 31		Etienne	RENAULT	MAXICITY	France Nord	21/05/2014 14:21:25	154735 km	
AD 061 QS		DACIA LOGAN RENAULT	RENAULT	PREMIUM	Compte Démo Full Business	21/05/2014 11:38:34	107170 km	
AG029RK		John	MERCREDES	PRINTER	Techniciens	12/10/2013 12:44:14	234986 km	
AP963WR		voiture 1	MERCEDES	SPRINTER	Techniciens	13/06/2013 14:48:16	174549 km	
AR 244 LZ		Nicolas	CITROEN	JUMPER	Techniciens	21/05/2014 13:35:10	261279 km	
BP028XM		Max	RENAULT	TRAFIC	Techniciens	21/05/2014 14:57:47	168024 km	

You will obtain following information:

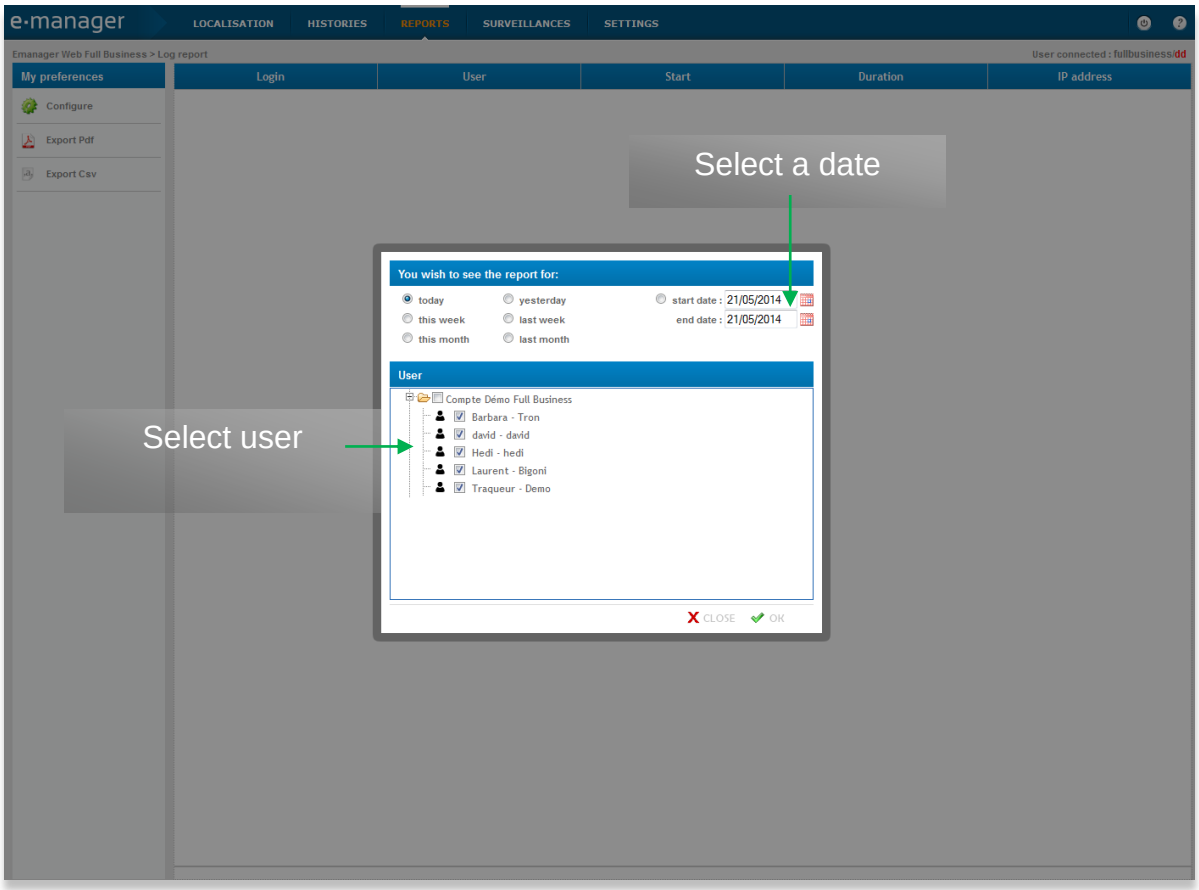
- **Registration number:** non editable in the settings
- **Icon:** editable in settings
- **Designation:** editable in settings
- **Marque:** non editable in settings
- **Modèle:** non editable in settings
- **Group:** editable in settings
- **Last signal feedback:** hour and date of the last feedback of the day
- **Km meter:** driven km since the vehicle is in-service
- **Total runtime:** vehicle runtime since the tracking device is installed

b. CONNECTION REPORT – CONSULT YOUR CONNECTION REPORT

Cliquez sur « *RAPPORT DE CONNEXION* ».

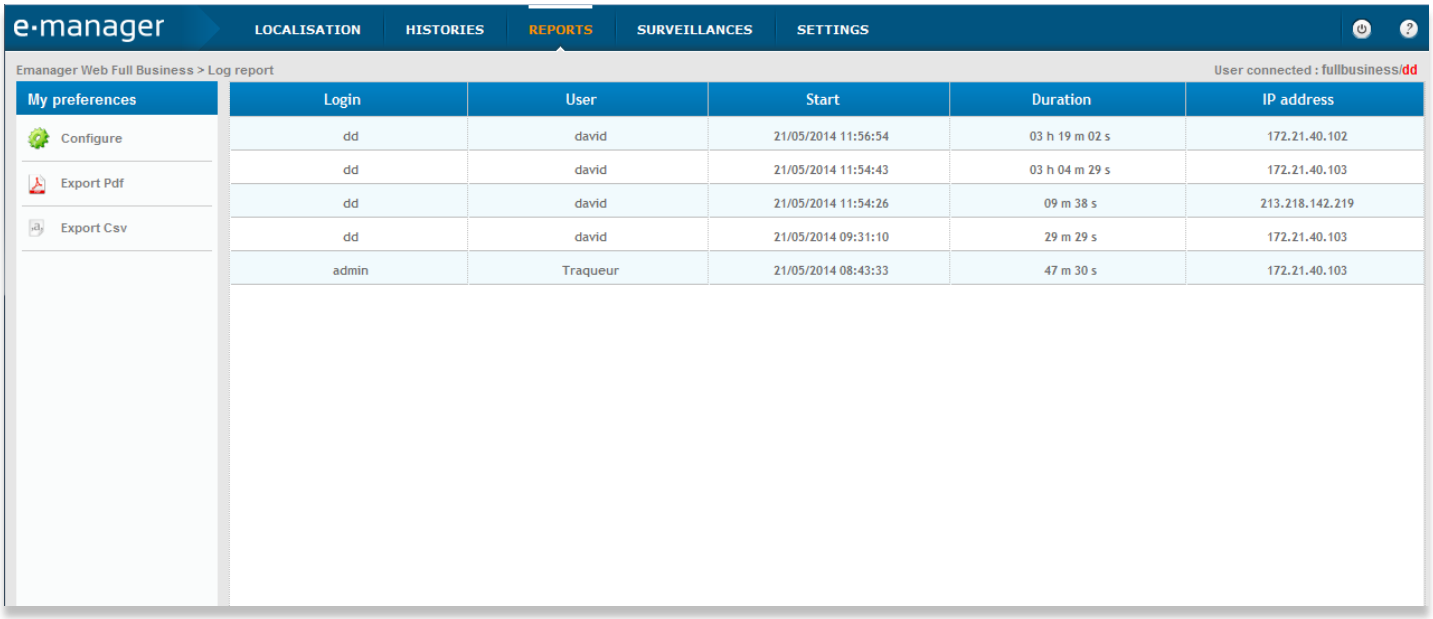
This report allows to know who use e-manager and how often.

This feature is unavailable in the Full Start version.



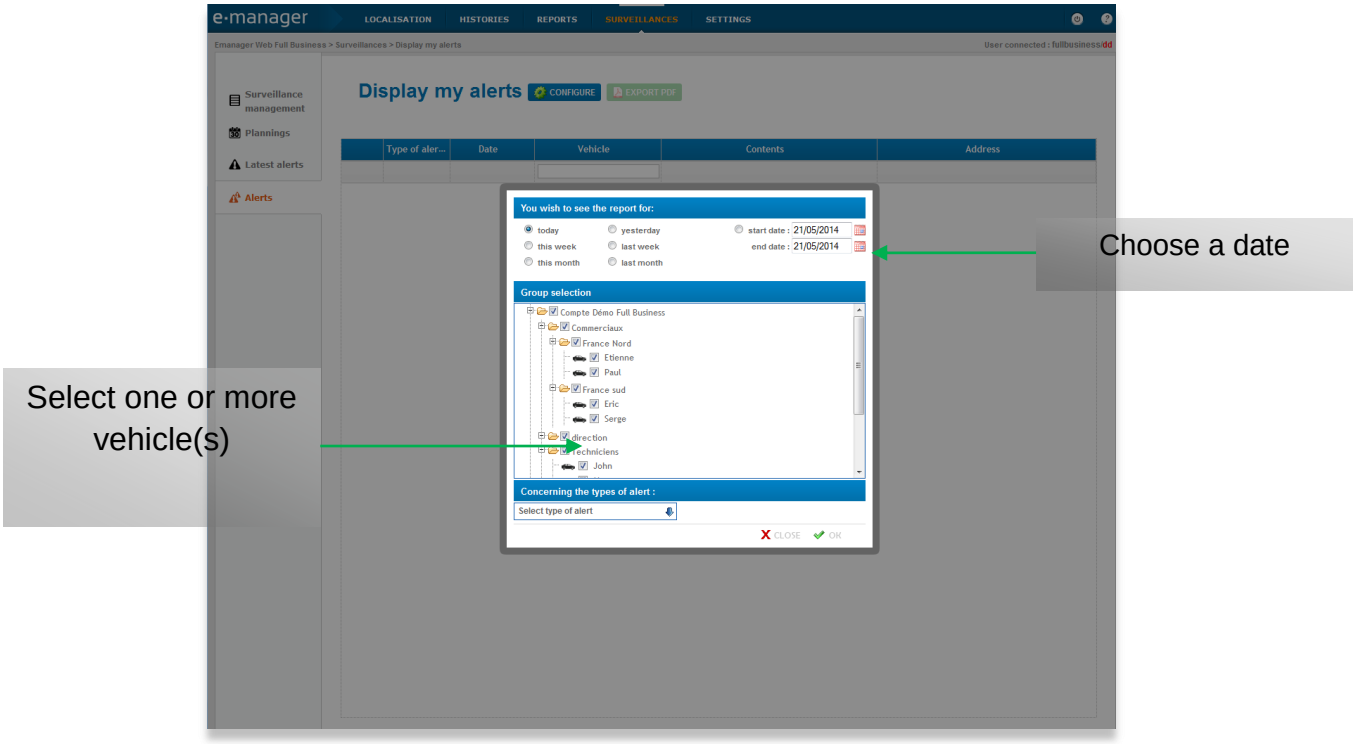
You will obtain the following information:

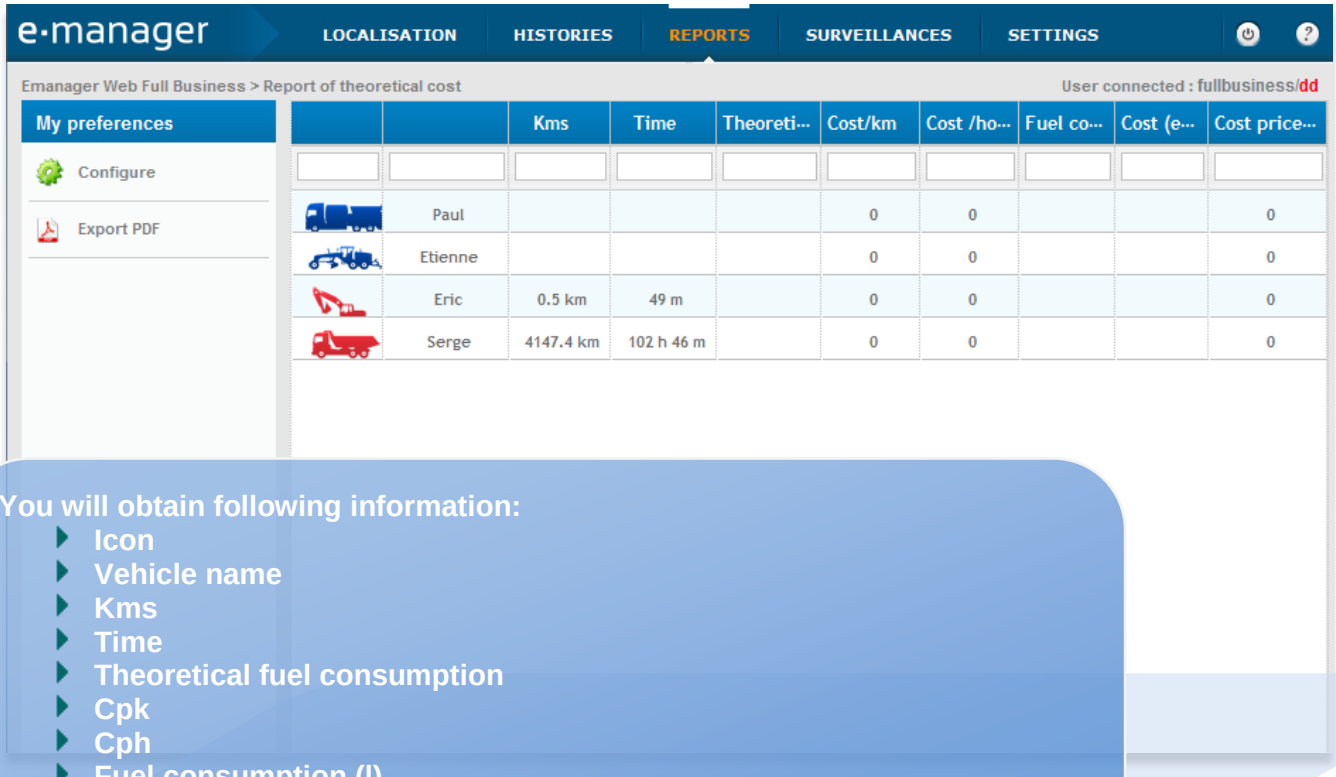
- Login
- User
- Beginning of the connection
- Connection duration
- User IP address



c. THEORETICAL FUEL CONSUMPTION REPORT – CONSULT YOUR THEORETICAL FUEL CONSUMPTION REPORT

Click « *THEORETICAL FUEL CONSUMPTION REPORT* ». This report is unavailable in the Full Start version.

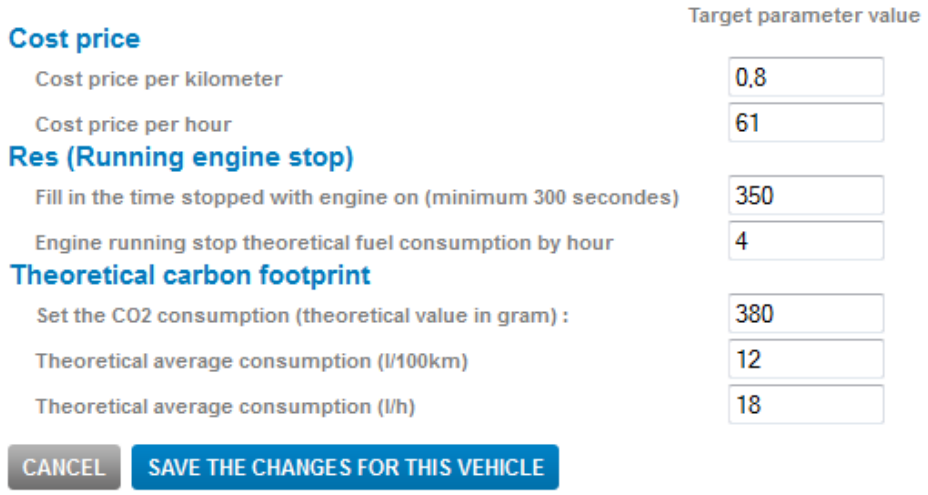




You will obtain following information:

- **Icon**
- **Vehicle name**
- **Kms**
- **Time**
- **Theoretical fuel consumption**
- **Cpk**
- **Cph**
- **Fuel consumption (l)**
- **Cost (euros)**
- **Cost price (euros)**

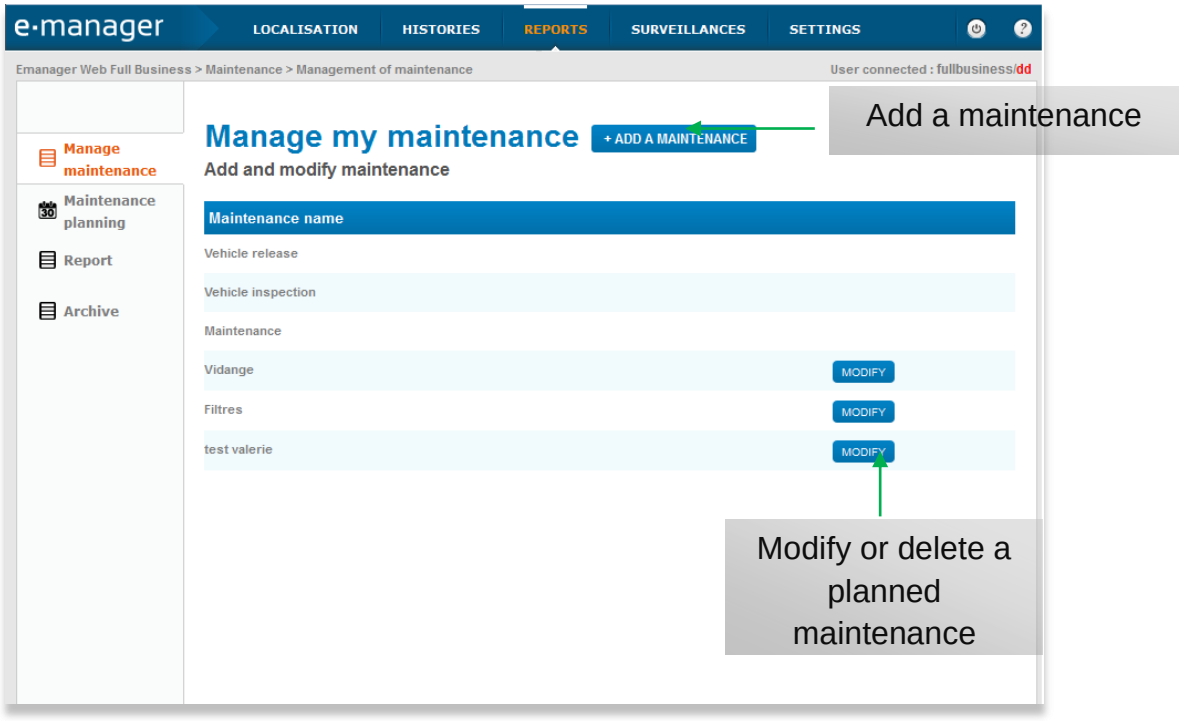
No fuel consumption information will be displayed if you haven't specified vehicle parameters.

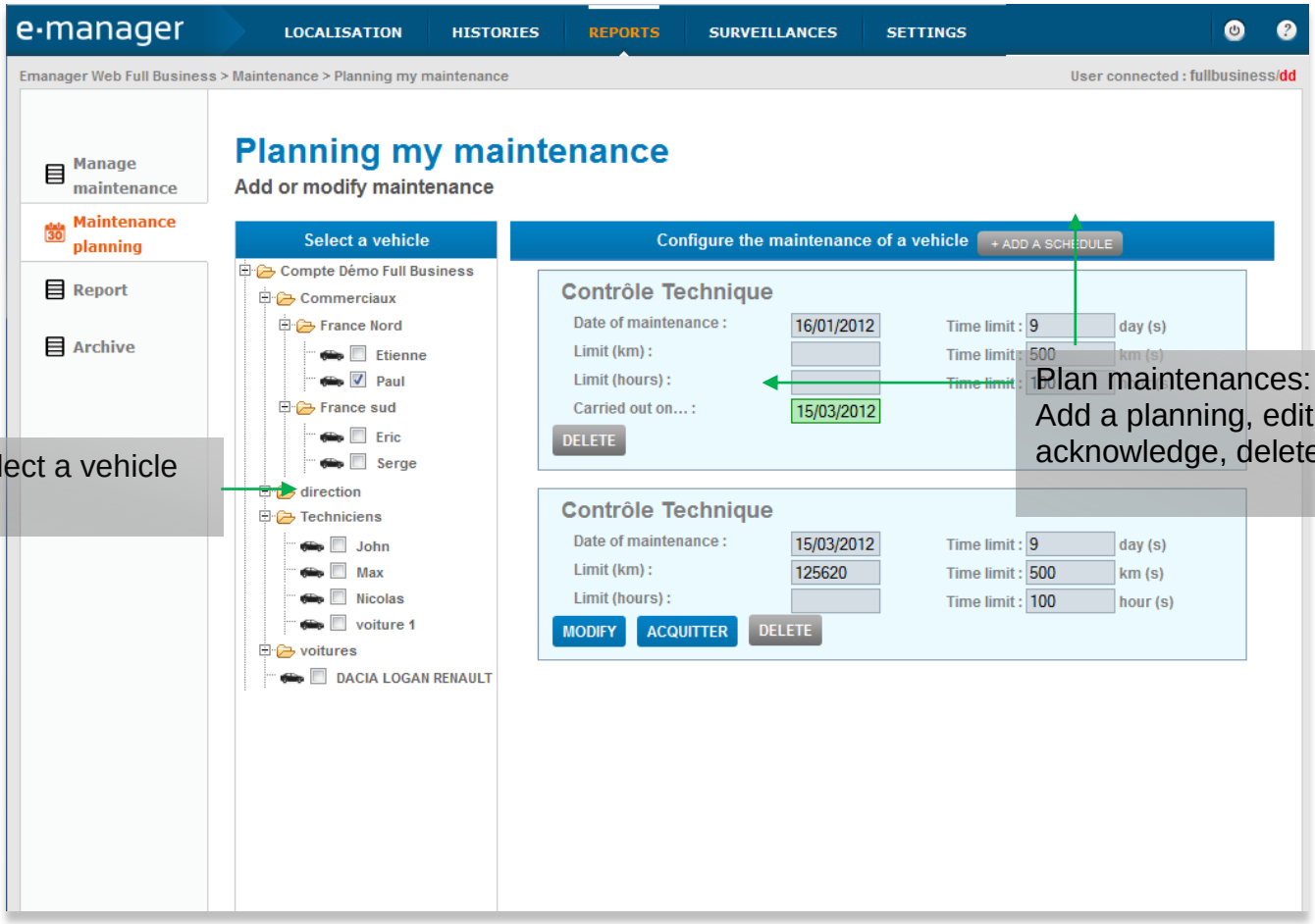


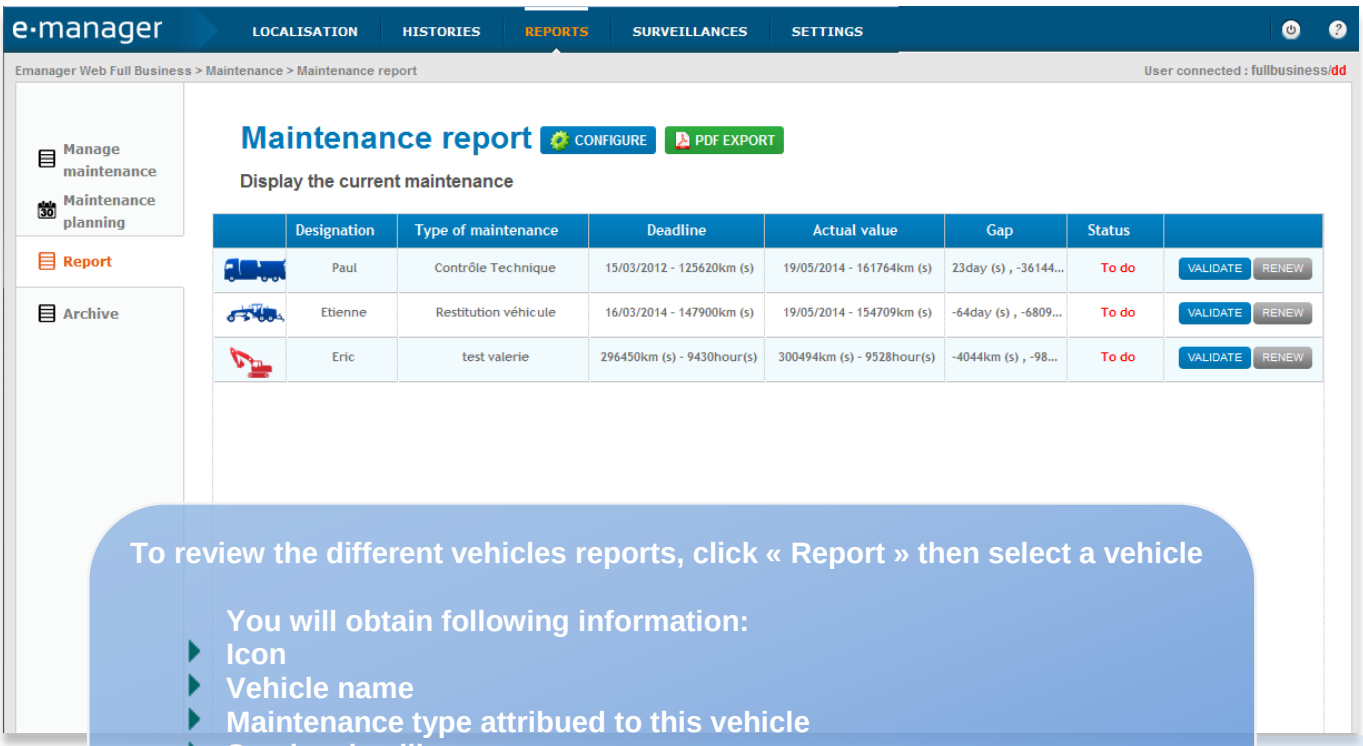
d. MAINTENANCE REPORT – CONSULT YOUR MAINTENANCE REPORT

Click « MAINTENANCE *REPPORT* ».

This report is unavailable in the Full Start version.







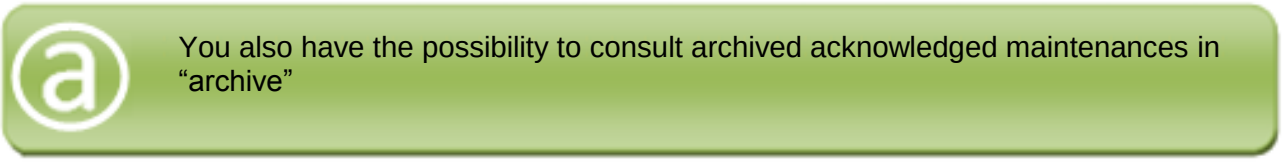
To review the different vehicles reports, click « Report » then select a vehicle

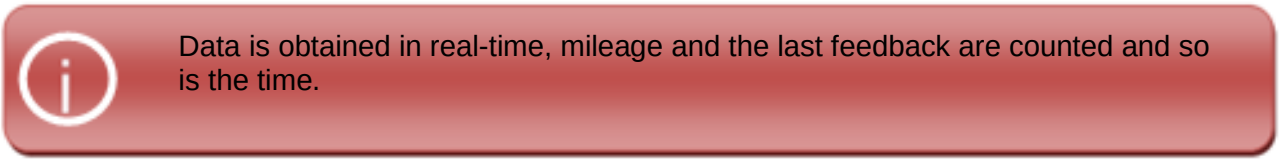
You will obtain following information:

- **Icon**
- **Vehicle name**
- **Maintenance type attribued to this vehicle**
- **Service deadline**
- **Actual value (in hours)**
- **The gap**
- **The status**

You will then have the possibility to acknowledge the maintenances

The activity report is a synthesis of fleet general information. It summarizes the vehicle operating time the mileage.





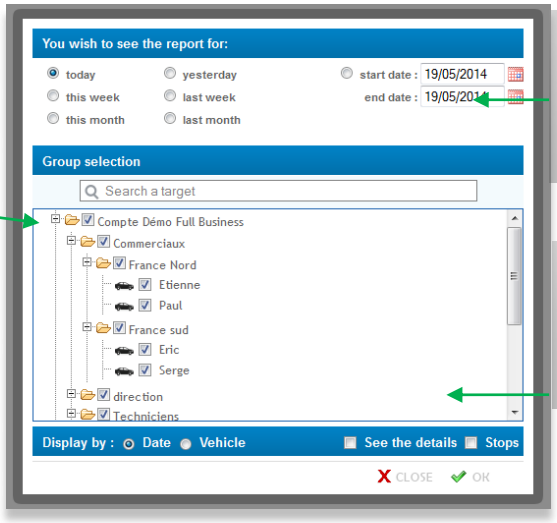
e. DAILY REPORT – CONSULT YOUR DAILY REPORT

Click « *REPORT* » then « *DAILY ACTIVITY* ».

- In a first step, define criteria of your report:

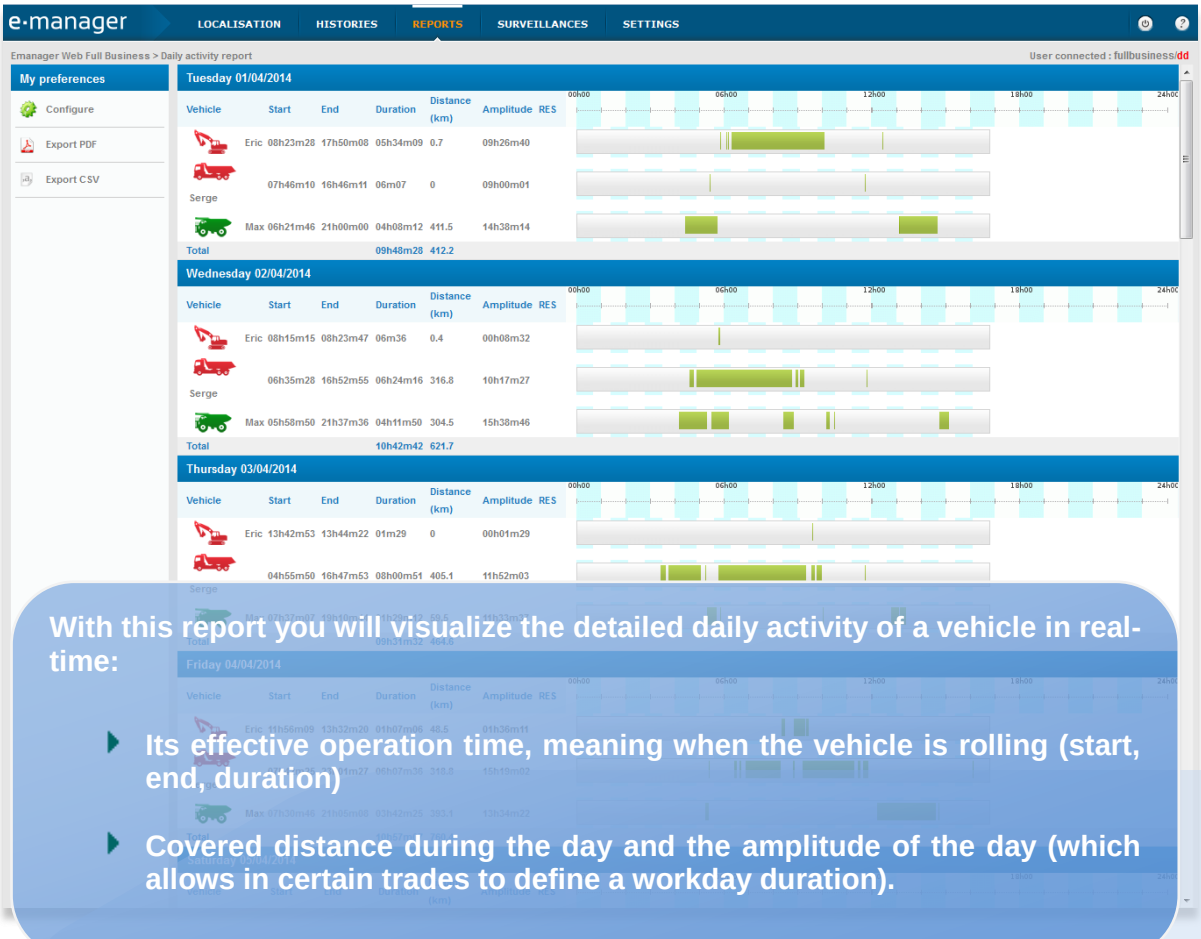
Select vehicle(s)

Choose a report by day(s) or by vehicle(s)



Select date: the present day, every day, a week a month, or during a precise period

Clicking the case «see details» allows you to visualize daily detailed information of your investigation



With this report you will visualize the detailed daily activity of a vehicle in real-time:

- **Its effective operation time, meaning when the vehicle is rolling (start, end, duration)**
- **Covered distance during the day and the amplitude of the day (which allows in certain trades to define a workday duration).**

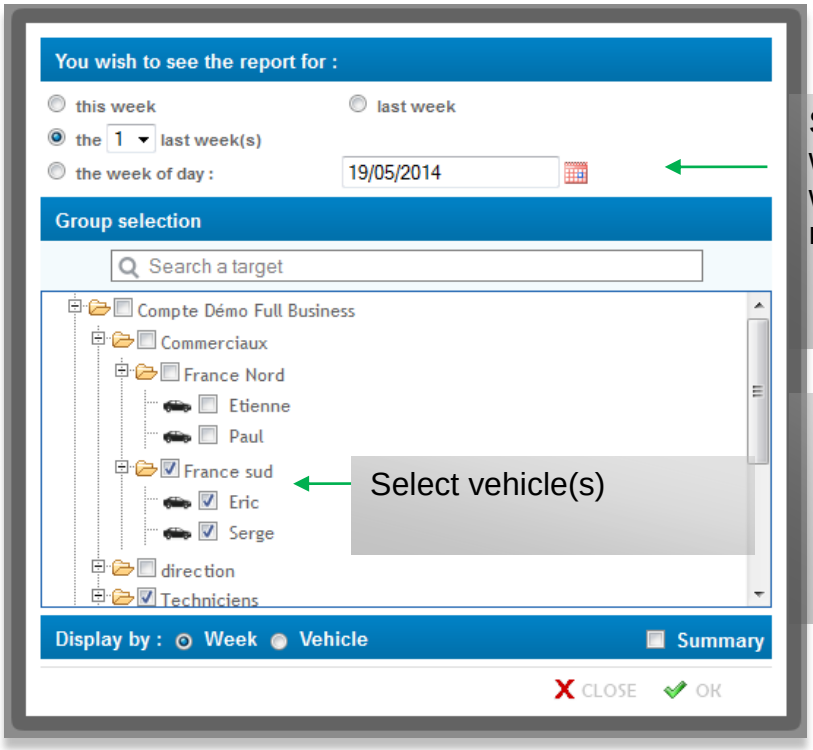
The bars in the chronology allow to quickly identify malfunctions (starting an engine without doing any distance). In a blink of an eye you have a vehicle activity summary (movements, stops, engine running stops…)

a. WEEKLY REPORT – CONSULT YOUR WEEKLY REPORT

Click « *REPORT* » then « *WEEKLY ACTIVITY* ».

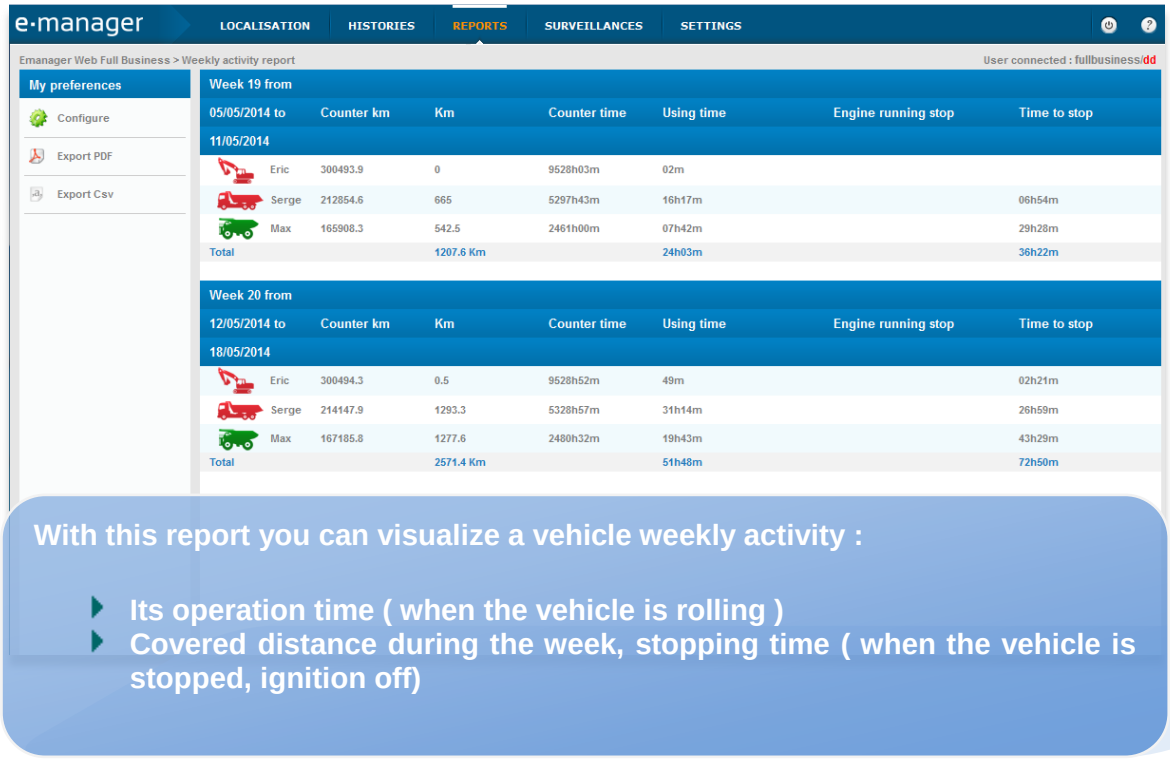
- In a first step, define criteria of your report:

Choose a report by day(s) or by vehicle(s)



Select period: the present week, last week, last weeks (up to 4 weeks max.), or a precise week

Obtain a weekly summary of mileage and of the rolling time for all vehicles by clicking synthesis



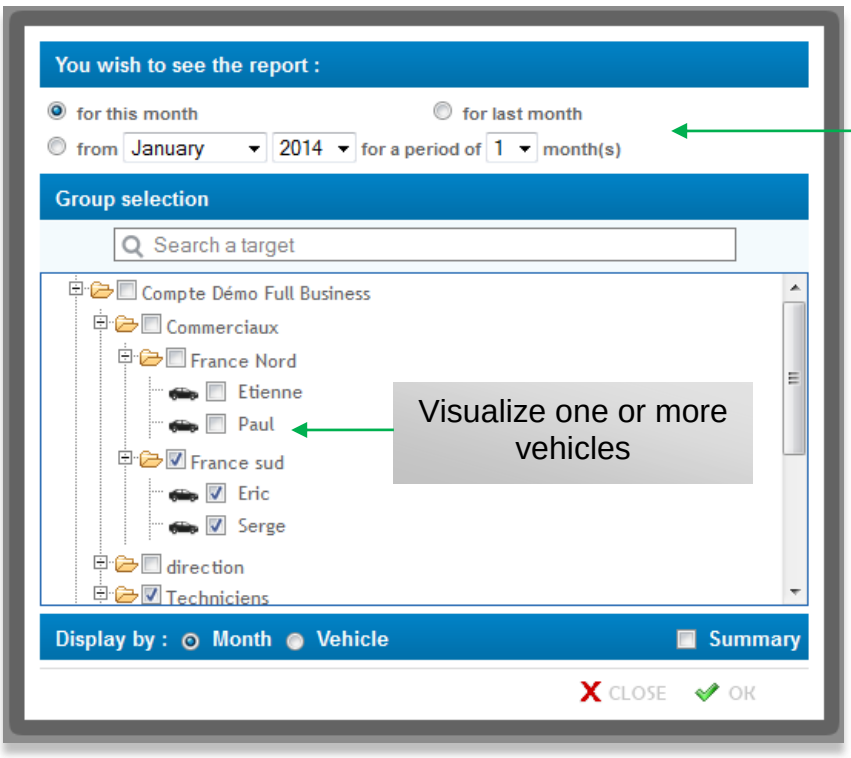
With this report you can visualize a vehicle weekly activity :

- **Its operation time (when the vehicle is rolling)**
- **Covered distance during the week, stopping time (when the vehicle is stopped, ignition off)**

b. MONTHLY REPORT – CONSULT YOUR MONTHLY REPORT

The report allows you to visualize the vehicles activity synthesis.

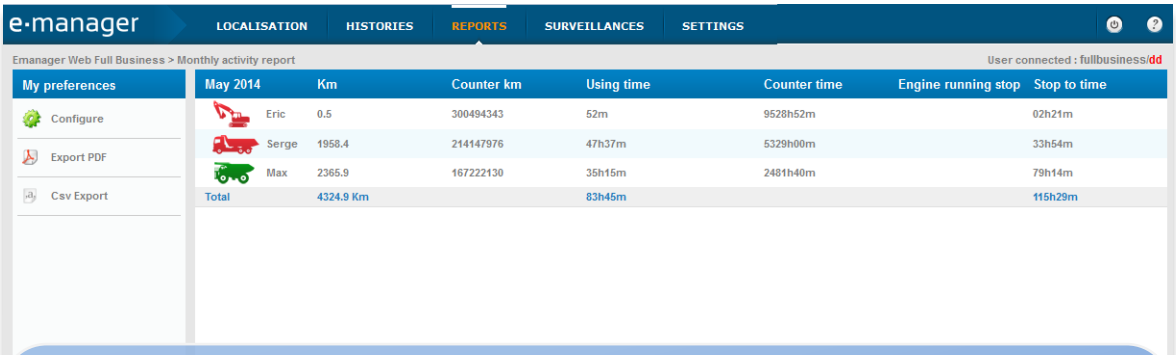
- To obtain a precise monthly report :



Select the period:
This month, last month, or up to 4 months on a defined period

Choose a report by month or by vehicle

Visualize one or more vehicles



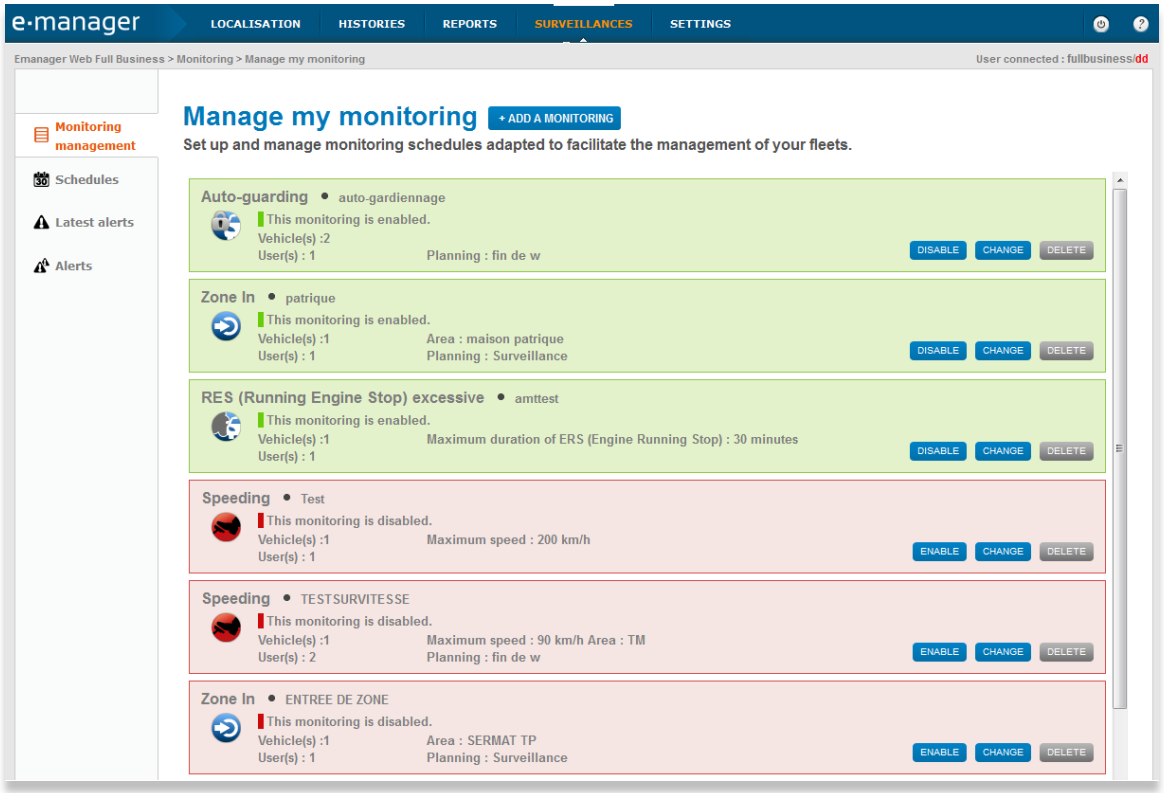
With this report, you can visualize the monthly activity of a vehicle:

- **Son temps de déplacement (lorsque le véhicule est en circulation) ;**
- **Stopping time (when the vehicle is stopped, ignition off) and running engine stops (when the vehicle is stopped with ignition on)**

Check « synthesis » to obtain a synthesis of all vehicles for the chosen month

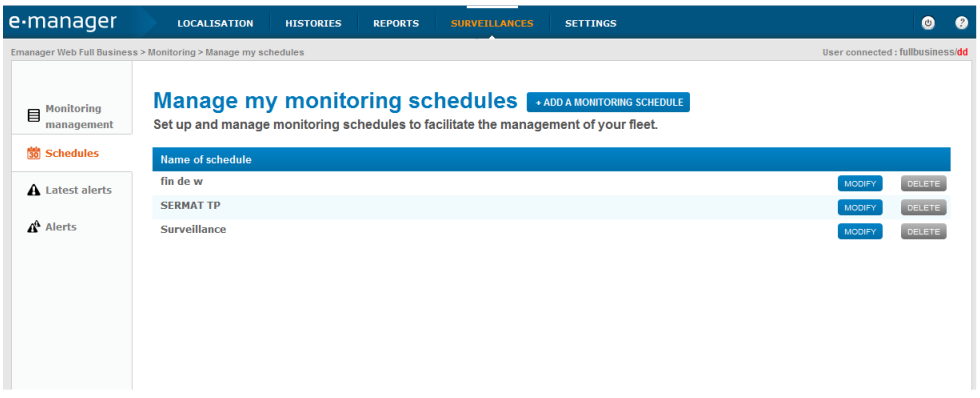
Facilitate your fleet management thanks to monitoring plannings.

04. MONITORINGS MANAGEMENT

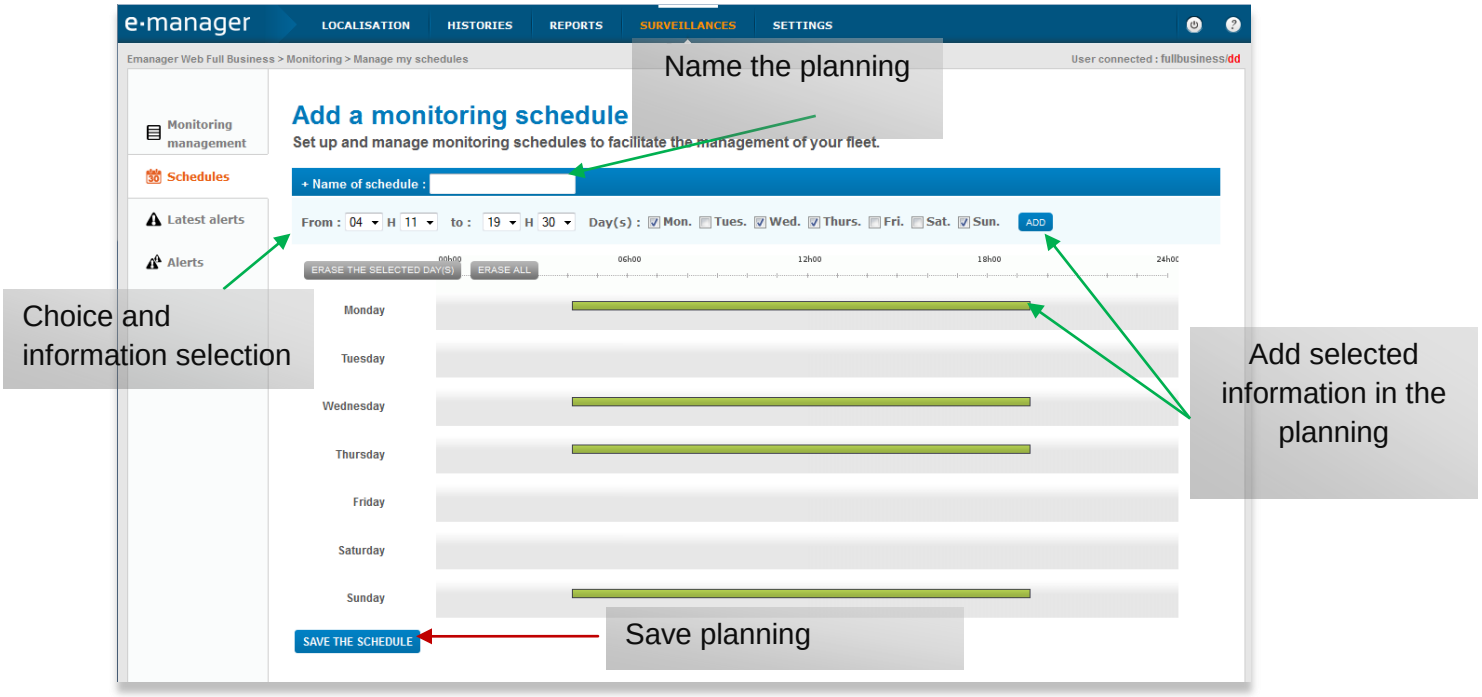


With the monitoring management, you can add a monitoring, modify it, delete it or disable it.

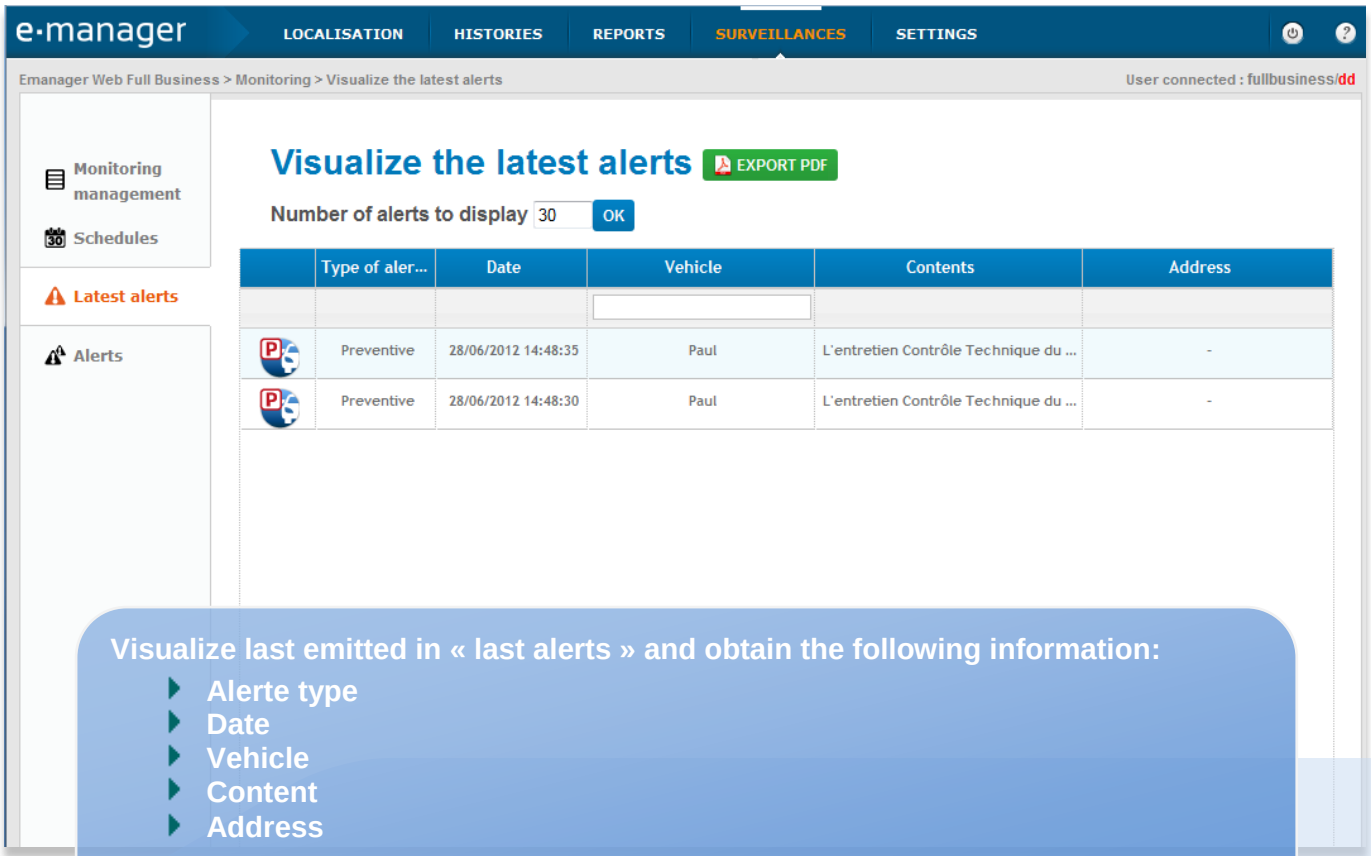
Thus, you will be able to manage your maintenances, your drivers' speed, a zone entering or zone leaving, the ignition on or off



- Add a monitoring planning
- Edit or delete a monitoring

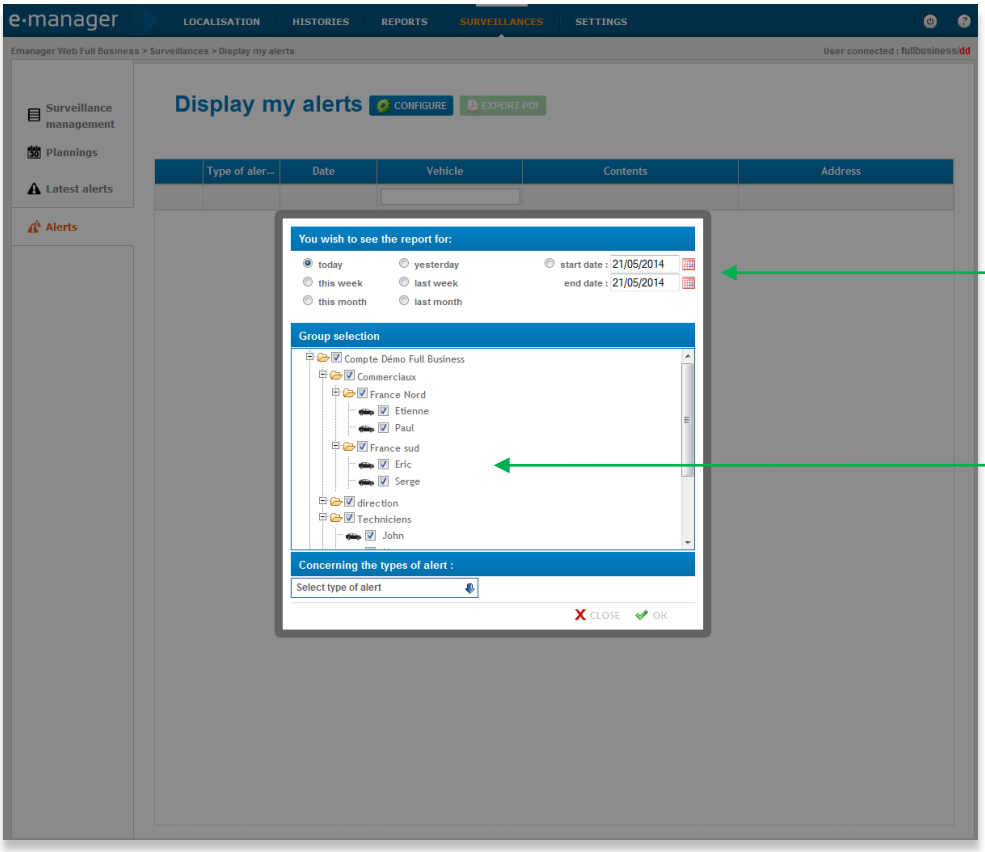


A delay can be necessary to take in account modifications linked to monitoring. This delay can reach 5 minutes.



Visualize last emitted in « last alerts » and obtain the following information:

- **Alerte type**
- **Date**
- **Vehicle**
- **Content**
- **Address**



Select the date when you want to see the alert reports

Select vehicle(s)

Software hotline

An issue with e-Manager? Contact our hotline for a personalized help.

Thank you to have personal access information and contact us at the ***0 825 872 783*** (local call cost) or by email emanager@groupetraqueur.fr